

How Does the Annual Review Process Work?

You and your employees will use the online Annual Review Forms contained in myPerformance to conduct their annual reviews. In this guide, you will learn how to complete and submit the form from a manager's perspective.

1. Getting Started

Please notify each of your employees when it's time for them to prepare for the Annual Review and the date you will meet to discuss their performance. At that point, each employee will enter comments into an Annual Review Form to report on the progress towards reaching his or her goals and to enter a self-rating. The Annual Review Form will be available from the myPerformance inbox.

Please note: you and your employee can both enter comments into the form, once it becomes available. The employee's comments are visible to you immediately. *Your comments will only be visible to the employee when you decide to share them.*

If you and your employee try to access the form at the same time, you will receive a message to try again later.

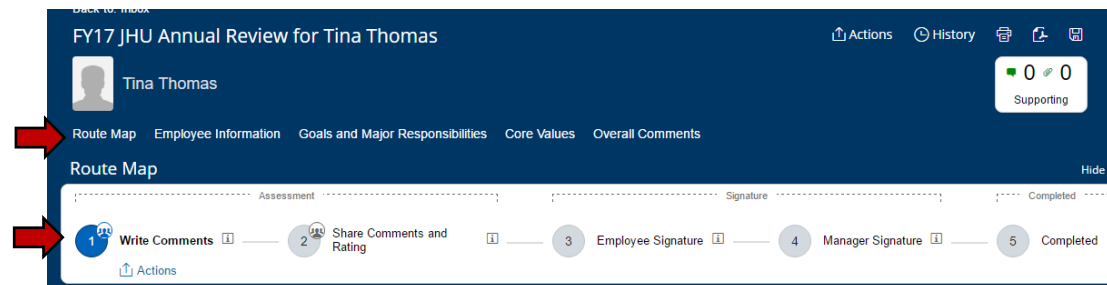
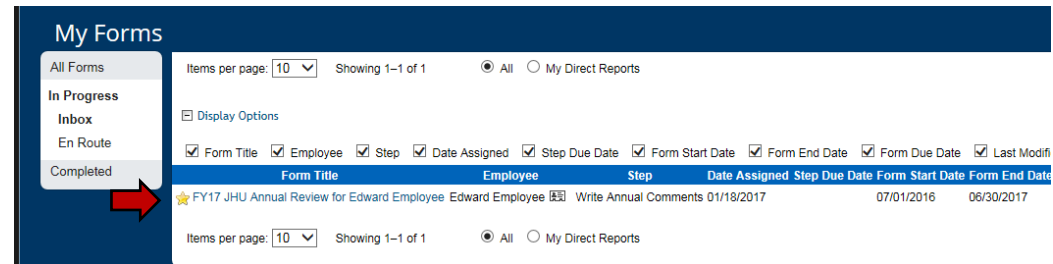
To access the form, follow these steps:

- Click **Home** in the upper left corner of the screen.
- Click **Performance Forms** from the drop down menu.
- Click the link to your employee's **JHU Annual Review Form** from the list of forms.

2. Navigating the Annual Review Form

At the top of the form, you can see the major sections of the form (i.e., Route Map, Employee Information, Goals and Major Responsibilities, Core Values, Overall Comments, and Signatures). You can select these links to jump quickly down into a specific section of the form.

You'll see a "Route Map" which shows the steps in the performance review process as well as the step that you are currently in. This can be helpful if you're not sure about the status of a form within myPerformance.



Next, the form shows your employee's information, which is populated automatically from SAP. If you see any errors, contact your HR Rep to have them corrected.



Employee Information

First Name	Tina	Last Name	Thomas
Position Title		Manager	Ursula Urban
Organizational Unit	N/A	Personnel Area	N/A

3. Reviewing and Adding Comments and Rating to the Annual Review Form

Scroll down the form to review the employee's comments in the Goals and Major Responsibilities, Core Values, and/or Overall Comments sections and the Employee's Overall Self-Rating.

You will also **enter your comments** in the manager's comments sections and a rating in the **Manager's Overall Rating** section at the bottom of the form.

It is recommended that you wait to share your comments with the employee until after you conduct the in person one-on-one meeting with the employee; your comments may change based on information gathered from your employee during the annual review meeting.

If you want to edit or delete any of the employee's goals, you can do so by selecting the pencil or trashcan icons next to each goal title. You can also add a goal by selecting + Add Goal. You should always consult with the employee before changing any of the information related to his or her goals.

4. Have an In Person One-on-One Meeting With Your Employee

Managers are required to **conduct an in person one-on-one meeting** with employees to discuss the outcomes for employee's goals and performance and to provide feedback on areas that are going well or areas of concern or development.



Comments on Goals and Major Responsibilities

Ursula Urban:

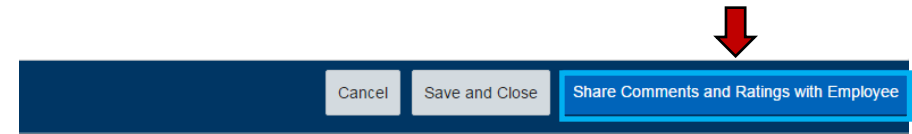


Manager's Overall Rating 

Above Expectations

5. Share Your Comments With Your Employee

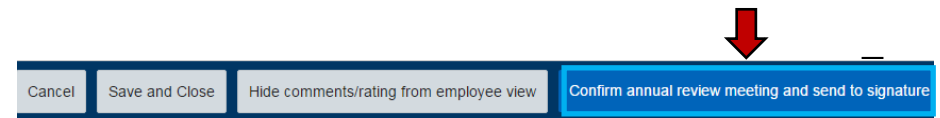
Once you have met with your employee and you have finalized your comments, scroll to the bottom of the form and select **Share comments and rating with employee**. This will move the Annual Review Form to the Share Comments and Rating stage in the Route Map and your comments and rating will be visible to the employee.



6. Confirm Annual Review Meeting and Send to Signature

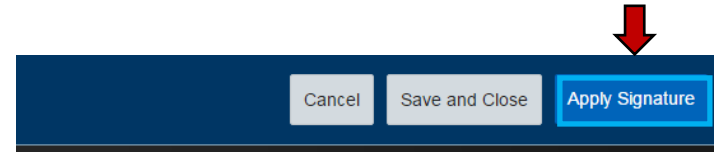
After the employee has reviewed your comments, you will scroll to the bottom of the form and select **Confirm annual review meeting and send to signature**. This button will only appear on the form after the employee has reviewed your comments and selected Save and Close.

Once the annual review meeting has been confirmed, the form will leave your myPerformance inbox and move to the **Employee Signature** stage in the Route map.



7. Apply Your Signature

After the employee has electronically signed the Annual Review Form, it will be sent to your myPerformance inbox. You will scroll down to the the bottom of the form and select **Apply Signature**. This will add your electronic signature and the Annual Review Form and process is completed.



Remember, you and your employee will be able to view completed forms by selecting **Performance Forms** from the Home dropdown menu and then selecting **All Forms** or **Completed**.