

How Does Your Annual Review Work?

You and your manager will use the online forms contained in myPerformance to conduct your annual review. In this guide, learn how to complete and submit the form.

Getting Started

Your Performance Form will remain in your inbox following your mid-year review. Continue to use this same form for the annual review. Your manager will alert you when it's time to begin the annual review process.

If you are a JHHS employee with at least one direct report (including vacant positions), your form will be called “Performance Form (Leadership)”. The form works the same, but includes Leadership Competencies rather than Major Responsibilities.

To access the **Performance Form** for your annual review, 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 **Performance Form** from the list of forms.

The screenshot shows the 'My Forms' interface. On the left, there is a sidebar with 'Form Status' options: All Forms, In Progress, Inbox, En Route, and Completed. The main area displays a table of forms. A red arrow points to the 'FY16 JHU Performance Form for Lillian B Bowers' entry. The table has columns for Form Title, Employee, Step, Date Assigned, Step Due Date, Form Start Date, Form End Date, Form Due Date, Last Modified, Sent From, and Action.

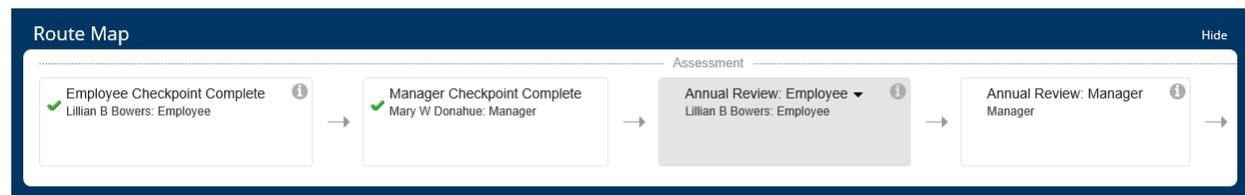
Form Title	Employee	Step	Date Assigned	Step Due Date	Form Start Date	Form End Date	Form Due Date	Last Modified	Sent From	Action
★ JHU Introductory Evaluation for Lillian B Bowers	Lillian B Bowers	Employee Signature	02/25/2015		01/01/2014	12/31/2014	03/10/2015	02/25/2015	Mary W Donahue	ⓘ
★ FY16 JHU Performance Form for Lillian B Bowers	Lillian B Bowers	Annual Review: Employee	02/25/2015		07/01/2015	06/30/2016	06/30/2016	02/25/2015	Mary W Donahue	ⓘ

Completing an Annual Review Performance Form

The top of the Performance Form shows your employee information, which is populated automatically from SAP. If you see any errors, contact your manager to have them corrected.

Next, 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.

The **Performance Form** is used for both the mid-year and annual review and it works the same for either. But, you should be aware of which review you are working on, and the Route Map is a great way to keep track.



JHU vs. JHHS Annual Review Process

JHU and JHHS have slightly different processes for performing reviews. The process for filling in the information in myPerformance is the same, but some of the weightings and other requirements vary. A summary of the differences is provided below.

If you are a JHU employee...

1. Ratings for “Goals and Major Responsibilities” account for 70% of your overall rating and ratings for “Core Values” accounts for 30%.
2. Leadership Competencies for JHU employees with two or more direct reports are built in to the “Core Values/Competencies” section of the Performance Form.
3. Comments are required for every goal under Goals, Major Responsibilities, and Core Values at both the mid-year checkpoint and annual review. Overall comments are optional.

If you are a JHHS employee...

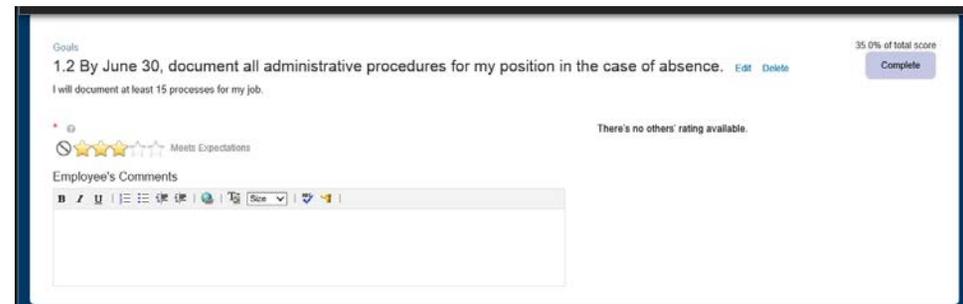
1. For most employees, the ratings for “Goals” account for 35%, “Major Responsibilities” account for 35%, and “Core Values” account for 30% of your overall rating.
2. Major Responsibilities are automatically pulled into the performance form based on DSM code, so they do not need to be entered.
3. Leadership Competencies for JHHS are included on a separate “Leadership” performance form. Leadership Competencies for supervisors with one or more direct reports replace Major Responsibilities. The total weighting for this section remains at 35%.
4. Your Job Description is linked to myPerformance and you can review it by clicking on the link under the “Job Description” header.
5. Comments are required for every goal under Goals. Comments are required when the employee is assigned a rating other than “3” for Major Responsibilities and Core Values. Overall comments are optional.

Initiating the Performance Form

You – the employee – will initiate the Performance Form by scrolling down through the form and rating yourself for each category. To assign a rating, click on the stars under each of the goals. You can also enter comments throughout the form. If you are a JHHS employee, you are required to enter comments for any rating other than a “3 – Meets Expectation”. If you are a JHU employee, comments on individual goals are not required. You can always tell whether a field is required by the red asterisk (*) next to the field name.

If you want to edit or delete any of your goals, you can do so by selecting **Edit** next to the goal title. Your goals will need to add up to 100% before you can submit this form. If they don't already add up to 100%, then you will need to edit them before the Performance Form can be submitted. Note that you should always consult with your manager before changing any of the information related to your goals.

After you have entered all of your ratings and comments (as applicable), select **Send to Manager** at the bottom of the form. Your manager will be alerted that you



have completed your portion of the Performance Form and it is his or her turn to provide ratings and comments to you.

Your Manager Fills in Ratings and Comments

Your manager is required to schedule a one-on-one meeting to go over the comments with you before the annual review process is complete. Once this meeting has taken place, your manager will fill in his or her ratings and comments, and send the **Performance Form** back to you. You will receive an email from myPerformance when it is ready for your review, and it will appear in your myPerformance Inbox.

Completing the Annual Review Process

You will receive an email from myPerformance when your manager has completed the Performance Form and it is available for your final review. At this point, you can see a **Performance Summary** at the bottom of the form that provides details regarding your individual ratings and how each rating is weighted to contribute to your overall rating. You may not make any additional changes to the form at this point in the process.

If you are a JHU employee, you will have one last opportunity to enter comments at the bottom of the form.

To complete the annual review process, select **Sign**. *Remember that your signature does not imply agreement or disagreement.* You will confirm your signature and then your role in the annual review process is complete. The form will be sent back to your manager for final review and is no longer accessible in your myPerformance inbox.

Reviewing Completed Forms

If you need to review any of your performance forms following submission, locate them by following this path:

- Click **Home** in the upper left corner of the screen.
- Click **Performance Forms** from the drop down menu.
- Click **Completed** to view a list of the forms that have been completed.
- Click the link to the Performance Form that you would like to review.

At this point, you cannot edit the ratings or comments in the form.

Mid-Year Comments

Mid-Year: Employee's Comments

You may also Save and Close

Cancel Send to Manager

Performance Summary

Use this section to summarize the employee's overall performance during the review period. The Manager's ratings are the "ratings of record" and are the basis for the overall rating. You may include additional comments in this section, but they are not required. All employees and managers should have a discussion prior to moving the form to the signature stage.

Overall Form Rating: 3.62/5.0

	Rating	Weight
Goals and Major Responsibilities	3.5	70.0% of total score
Be a better employee	3.0 - Meets Expectations	50.0%
By June 30, document all administrative procedures for my position in the case of absence.	4.0 - Above Expectations	35.0%
Develop Training	4.0 - Above Expectations	15.0%
Core Values	3.9	
Core Value: Equity, civility, and respect	4.0 - Above Expectations	

Signatures

Signature of the form by the employee acknowledges that an Annual Review meeting has taken place. Signature does not indicate that the employee is in agreement with all manager comments and ratings.

Hide Instruction

Employee: Employee's Comments

Manager: Mary W Donahue has not signed yet

You may also Return to Evaluation Save and Close

Cancel Sign