

myPerformance *How to: Enter Key Responsibilities*

There are two ways you can enter key responsibilities: your direct reports can enter them on their self-appraisal form, and once they submit the form they will be pre-populated on your version of the form. The second way is for you to add them to the form yourself. To do that, follow the below steps.

1. Login to [myPerformance](#).
2. Click on “Write appraisals for your employees”

The screenshot displays the myPerformance web application interface. The browser address bar shows the URL: <https://ondemand.halogensoftware.com/curatorsofi>. The page header includes the myPerformance logo and a user profile icon with the text "Return to 02109241". The main navigation bar contains links for Home, My Performance, My Employees, Task Status, and Reports. A welcome message reads: "Welcome Shannon Linhares. You are currently logged in as James halogenManager." Below this is a "My Tasks (You have tasks to do)" section with a table of tasks. The task "Write appraisals for your employees (1 To-Do)" is circled in red. To the right is an "Activity Tracker" section showing a list of completed activities for "halogenEmployee, Joe (8)" and "halogenEmployee, Jessica (14)".

Status	Task	General Timeline	Completed
Completed	Write your self-appraisal	4/26/14	N/A
My To-Do	Write appraisals for your employees (1 To-Do)	5/3/14	1 of 2
Completed	Write your self-appraisal	7/2/14	N/A
Completed	Write appraisals for your employees	7/9/14	1 of 1
Completed	Meet and discuss evaluation with the employee	8/6/14	1 of 1
Overdue	Employee final comment and sign-off (1 To-Do)	8/6/14	0 of 1

Legend: ▲ Overdue ● My To-Do ● Sent for Review ● Not Ready ● Completed

3. Click "Edit Appraisal" for the employee you would like to evaluate

The screenshot displays the myPerformance software interface. At the top, the navigation bar includes 'Home', 'My Performance', 'My Employees', 'Task Status', and 'Reports'. The current view is 'UMSYS Training Process', with a dropdown menu set to 'Viewing: UMSYS Training Process'. Below this, a task timeline shows various steps from 4/26/14 to 6/14/14, including 'Employee writes self-appraisal', 'Write appraisals for your employees', 'Additional feedback', 'Second level manager reviews appraisals', 'Meet and discuss evaluation with the employee', 'Employee final comment and sign-off', and 'Sign-off appraisals for employee'. A search bar and 'Advanced Search' button are also present.

The 'Appraisal Tasks' section is a table with the following data:

First Name	Last Name	Write appraisals for your employees	Appraisal Status	Modified Date	General Timeline	Completed Date	Employee writes self-appraisal
Jessica	halogenEmployee	Edit Appraisal	View Status	5/27/14	5/3/14		Jessica halogenEmployee
Joe	halogenEmployee	View Approval View Appraisal	View Status	5/27/14	5/3/14	5/27/14	Joe halogenEmployee

At the bottom, a legend indicates task statuses: Overdue (red triangle), My To-Do (yellow circle), Their To-Do (orange circle), Sent for Review (blue circle), Not Ready (grey circle), and Completed (green checkmark). The system clock shows 10:19 AM on 5/30/2014.

4. Type the employee's Key Responsibilities in the blank boxes. You can add up to 7 Key Responsibilities.

Write appraisals for your employees

Jessica halogenEmployee

UMSYS Training Process
By James halogenManager

Home My Performance

UMSYS Training Process

Tasks Overview

4/26/14 5:30
Employee writes self-appraisal

Search First and/or Last Name

Appraisal Tasks

Page 1 of 1

First Name Last Name

Jessica halogenEmployee

Joe halogenEmployee

Form Navigator

Employee Performance Appraisal FY14

Demographics

General Instructions

Rating Scale

Success Factors

Accountability

Collaboration

Communication

Customer Focus

Judgment

Quality

Time Management

Success Factors Rating

Instructions to Complete Key Responsibilities

Key Responsibilities

Key Responsibility 1

Key Responsibility 2

Key Responsibility 3

Key Responsibility 4

Key Responsibility 5

Key Responsibility 6

Key Responsibility 7

Key Responsibilities Rating

Overall Rating

Instructions for Assessment of Previous Performance Goal Results

Review of Previous Year Development Plans

Previous Development Plans

Establish New Performance Goals (O)

Establish New Development Plans

Employee Acknowledgment

Employee Comments

Supervisor Comments

Instructions to Complete Key Responsibilities

Please rate the Key Responsibilities using the rating scale that is described at the top of the form. Three to seven Key Responsibilities for this position need to be identified. A discussion between the evaluator and employee should take place before any Key Responsibilities are identified.

Key Responsibilities

Key Responsibility 1

Manager

Self

Outstanding

Exceeds Expectations

Successful

Improvement Expected

Unacceptable

Self: N/A

Comments:

Key Responsibility 2

Manager

Self

Outstanding

Exceeds Expectations

Successful

Improvement Expected

Unacceptable

Self: N/A

Save for Now Send for Review... Submit

Help | X Return to 02109241

HALOGEN SOFTWARE

Advanced Search

Assign to Other Manager...

Displaying 1 - 2 of 2

10:20 AM 5/30/2014