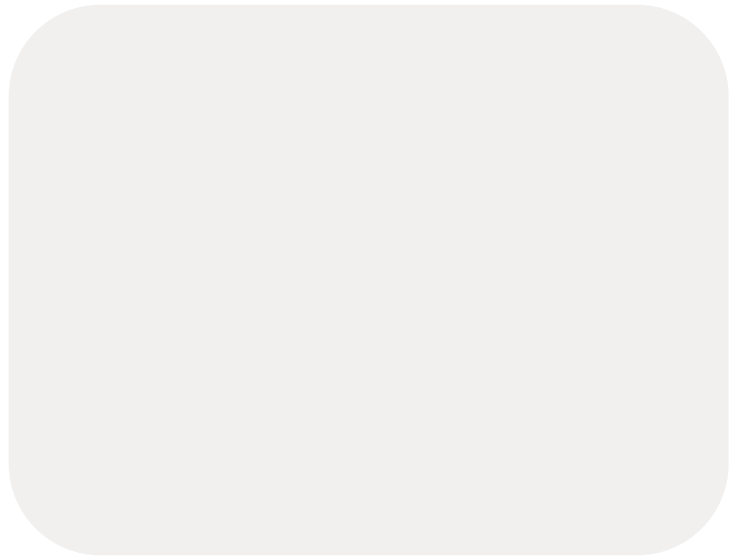




PLAN Expectations, Competencies, and Goals  
SAVE and SUBMIT Evaluation



# WHO HAS ACCESS TO CURRENT CYCLE MYPERFORMANCE EVALUATIONS, AND WHEN?

INDIRECT MANAGERS have access to view evaluations throughout the entire evaluation cycle. No action is required.

## MARCH 1-31: PLANNING

### MANAGERS

Managers have unlimited access to their Direct Report evaluations through December 31 to continuously update performance and goals throughout the year. Employees do not have access to their current year evaluations until January 1.

## SEPTEMBER 1-30: MID-REVIEW

### MANAGERS

Managers have unlimited access to their Direct Report evaluations through December 31 to continuously update performance and goals throughout the year. Employees do not have access to their current year evaluations until January 1.

### AUTOMATIC ROLLOVER TO NEXT STEP?

Yes. myPerformance will automatically rollover to the Employee Self-Evaluation step on January 1.

## JANUARY 1-31: EMPLOYEE SELF-EVALUATION

### EMPLOYEES

Employees have unlimited access to their current year evaluation during the Employee Self-Evaluation step from January 1-31.

Managers will not have access to their Direct Report evaluations during the Employee Self-Evaluation step.

### AUTOMATIC ROLLOVER TO NEXT STEP?

Yes. myPerformance will automatically rollover to the Manager Review step on February 1.

## FEBRUARY 1-28/29: MANAGER REVIEW

### MANAGERS

Managers have unlimited access to their Direct Report evaluations throughout the entire month of February to complete the Manager Review step.

Employees do not have access to their current year evaluations again until the Employee Signature step on March 1.

### AUTOMATIC ROLLOVER TO NEXT STEP?

NO. Manager action is required for the evaluation to push to the Employee Signature step on March 1.

## MARCH 1-7: EMPLOYEE SIGNATURE

### EMPLOYEES

Employees have access to their current year evaluation for Employee Signature on March 1, provided that the Manager Review step has been completed. Provided that the Manager Review step has been completed and submitted.

Managers do not have access to their Direct Report evaluations during this step. Managers will have access to these evaluations again for Manager Signature on March 8, provided that their Direct Report has completed and submitted the Employee Signature step.

### AUTOMATIC ROLLOVER TO NEXT STEP?

NO. Employee action is required for the evaluation to push to the Manager Signature step on March 8.

## MARCH 8-14: MANAGER SIGNATURE

### MANAGERS

Managers have access to their Direct Report evaluations for Manager Signature on March 8, provided that the Employee Signature step has been completed r.c 0 Tw (a)TP.35.967