

# COMPLETING YOUR EMPLOYEE REVIEW



# Steps for Completing the Employee Review



1

**Access Your Appraisal Form**

2

**Rate and enter comments for UHealth Performance Standards**

3

**Rate and enter comments for each Performance Goal**

4

**Optional: Print Form for Discussion with Manager**

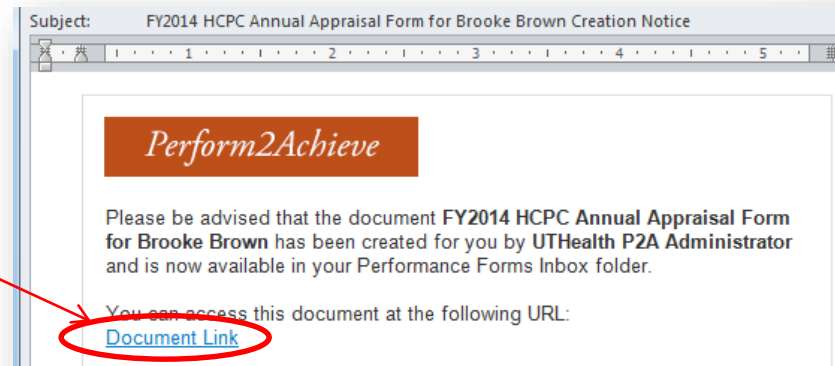
5

**Save and Send to Manager Review**

# Accessing Your Appraisal

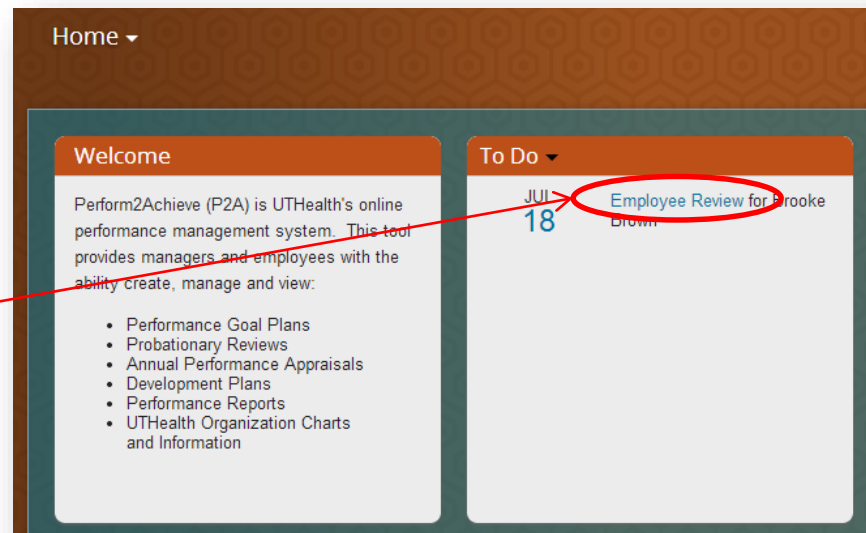
## Method 1

Click on “Document Link” in the launch email notification from your UTHealth Outlook Inbox.



## Method 2

- Log in to P2A  
<https://go.uth.edu/perform2achieve>
- From the “To Do” list, click on “Employee Review”



# Rating and Entering Comments

## UTHealth Performance Standards

UTHealth Performance Standards

Rate each of the UTHealth Performance Standards below. Ratings other than "Fully Meets Expectations" require comments. Hide Instruction

**Exhibits Required Job Knowledge**  
Performs job in a manner that demonstrates necessary job knowledge, skills, and capabilities required for the position.

Manager Rating Exceeds Expectations

Alex's Comment Writing Assistant

**Move your mouse over each circle to see rating.  
Click circle to select rating .**

**Click under "Employee Name Comment" to display  
text box to enter comments.**

### Text Box Tools:

Alex's Comment

**B** **I** **U** | | | | | Size |

**Spellcheck**

Note: Comments are required for all ratings except "Fully Meets Expectations"

# UTHealth Performance Standards

## Writing Assistant Tool

Writing Assistant data exists for each UTHealth performance standard and is designed to help employees and managers write their feedback.

The screenshot shows the 'Writing Assistant' tool interface. At the top, a performance standard is displayed: 'Demonstrates Personal Effectiveness and Accountability'. Below this, a description of the standard is provided. The main interface is titled 'Find a quote about Brooke's competency'. It features a 'Your rating on Brooke's competency' section with a star rating and a 'Writing Assistant' button. Below the rating, there are three columns of competency phrases: 'Improve', 'Meets', and 'Exceeds'. The 'Exceeds' column is selected, and the phrase 'actively seeks feedback' is highlighted. At the bottom, there is a 'Preview Quote Below' section with a 'Select a Narrative' dropdown and an 'Adjust the positivity' slider. A 'Place Quote' button is located at the bottom right. Five yellow callout boxes with numbers 1-5 point to specific elements: 1 points to the 'Writing Assistant' button, 2 points to the 'Exceeds' category, 3 points to the 'Adjust the positivity' slider, 4 points to the 'Place Quote' button, and 5 points to the 'x' icon in the top right corner of the tool window.

1. Click on **“Writing Assistant”**
2. Click on a phrase to display writing assistant data
3. **Adjust the Positivity** as needed
4. Click on **“Place Quote”**
5. Click on the **“x”** in the upper right-hand corner to close the window
6. Modify the text in the comments field below the rating as needed

# Rating and Entering Comments

## Performance Goals

Service Excellence

Increase % of projects completed on time to from 70% to 90 %. [Edit](#)

CPP Project Database, monthly measure.

Rating

Alex's Comment  
Comments not provided

Completed

Move your mouse over each circle to see rating.  
Click circle to select rating .

Click under "Employee Name Comment" to display text box to enter comments.

Goal Name	projects completed on time to from 70% to 90 %.
Measurement	CPP Project Database, monthly measure.
Weight-HCPC Only	-999999.0
Percent Complete	100.0
Start	09/01/2013
Due	08/31/2014
Status	Completed

Note: Comments are required for all ratings except "Fully Meets Expectations"

# Printing Your Appraisal Form

## Optional

The image shows a browser window displaying the Perform2Achieve system. The browser's address bar shows the URL: [https://performancemanager4.successfactors.com/xi/ui/pm2/pages/review/selfreviewPrint.xhtml?folderMapId=6057&pnr\\_tm=1403210009364&pnr\\_ck=pc&pnr\\_fmh=yvcAlHAB4tVgjd5Udd0W0XqJ...](https://performancemanager4.successfactors.com/xi/ui/pm2/pages/review/selfreviewPrint.xhtml?folderMapId=6057&pnr_tm=1403210009364&pnr_ck=pc&pnr_fmh=yvcAlHAB4tVgjd5Udd0W0XqJ...). The browser window has a search bar with "People Search" and the "Perform2Achieve" logo. A red circle highlights the print icon in the top right corner of the browser window, with a yellow starburst containing the number "1" next to it. A red arrow points from this icon to a printer icon. Below the browser window, a screenshot of the appraisal form is shown. A red circle highlights the "Print" button at the top of the form, with a yellow starburst containing the number "2" next to it. The form content includes:

**FY2014 Annual Appraisal Form: Brooke Brown**

**Introduction**  
Please use this form to evaluate performance for this performance period. HCPC classified employees are evaluated on UTHealth Performance Standards and job specific competencies. After the manager rates the employee for each performance standard and job specific competency, the overall rating will be calculated. Below is the rating scale used to determine the employee's overall rating.

**Rating Scale**

- 1.0 - 1.49 = Unsatisfactory
- 1.5 - 2.49 = Improvement Needed
- 2.5 - 3.49 = Fully Meets Expectations
- 3.5 - 4.49 = Exceeds Expectations
- 4.5 - 5.00 = Exceptional

**UTHealth Performance Standards (40%)**  
Rate each of the UTHealth Performance Standards below. Comments are required for all ratings except "Fully Meets Expectations."

**Demonstrates Personal Effectiveness and Accountability** 12.5% of total score  
Meets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure, meets attendance/punctuality requirements. Communicates well both verbally and in writing. Shares information and ideas with others. Demonstrates active listening skills and interpersonal savvy. Seeks and is receptive to feedback. Maintains current skills and proactively develops new knowledge and capabilities.

**Rating**  
●●●●● Exceeds Expectations

**Brooke's Comment**  
Comments not provided

**Delivers Quality Student, Patient and Customer Services** 12.5% of total score  
Is committed to excellence. Focused on understanding the needs and delivering the highest quality of services for our students, patients and customers. Continuously looks for opportunities for improvement. Addresses problems, questions and concerns in a timely manner. Acts in a compassionate, respectful, and professional manner.

**Rating**  
●●●●● Exceeds Expectations

**Brooke's Comment**  
Comments not provided

**Exhibits Teamwork and Collaboration** 12.5% of total score  
Works effectively and cooperatively with others, is flexible and open-minded, and establishes and maintains good working relationships. Acknowledges and recognizes the contributions and accomplishments of others. Seeks opportunities to support the team.

With the form open:

1. Click on the Print Icon
2. Click on the Print button at the top of the form

# Printing Your Appraisal Form Continued

3. Select printer

4. Set print options

5. Click "Print"

The image shows a printing dialog box on the left and an appraisal form on the right. The dialog box has several sections with yellow callouts:

- Callout 3:** Points to the printer selection area, showing "Destination: HP LaserJet Profession..." and a "Change..." button.
- Callout 4:** Points to the "Pages" section, which has "All" selected and a text input field containing "e.g. 1-5, 8, 11-13".
- Callout 5:** Points to the "Print" button in the top right corner of the dialog box.

The appraisal form on the right is titled "FY2014 Annual Appraisal Form: Brooke Brown". It includes an "Introduction" section with a "Rating Scale" ranging from 1.0 (Unsatisfactory) to 5.0 (Exceptional). Below this are several performance standards, each with a "Rating" section (represented by five circles) and a "Brooke's Comment" section. The standards listed are:

- Demonstrates Personal Effectiveness and Accountability:** 12.5% of total score. Rating: 5 circles (all filled).
- Delivers Quality Student, Patient and Customer Services:** 12.5% of total score. Rating: 5 circles (all empty).
- Exhibits Teamwork and Collaboration:** 12.5% of total score. Rating: 5 circles (all empty).
- Exemplifies Strong Ethics, Integrity and Respect for Others:** 12.5% of total score. Rating: 5 circles (all empty).
- Adheres to All Work Environment, Health, Safety and Compliance:** 12.5% of total score. Rating: 5 circles (all empty).

The form also includes a "UTHealth Performance Standards" section with a note: "Rate each of the UTHealth Performance Standards below. Comments are required for all ratings except 'Fully Meets Expectations.'"



# Sending Your Appraisal to Manager Review

Once you have rated and entered comments for each UHealth Performance Standard and Performance Goal, click on “Send to Manager Review”.

FY2014 HCPC Annual Appraisal Form for Brooke Brown

Changes saved

\* Rating       Exceeds Expectations

Brooke's Comment  
Comments not provided

HCPC - 1055 - 11 - Mentoring: Provides direction for licensed and unlicensed staff. Includes staff in planning for the shift and patient care. Takes responsibility for the activities of staff. Ensures that the unit program schedule and/or activities, etc. are implemented consistently. 10% of total score

\* Rating       Exceeds Expectations

Brooke's Comment  
Comments not provided

HCPC - 1055 - 12 - Hand Washing Hygiene: As applicable, washes hands between each patient encounter. Washes hands before medication administration. Washes hands before and after glove use. Washes hands following handling of soiled or contaminated items. Washes hands before and after eating and drinking or passing patient food trays. Washes hands after using the restroom. 5% of total score

\* Rating       Exceeds Expectations

Brooke's Comment  
Comments not provided

Send to Manager Review

Save and Finish Later Send to Manager Review

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