COMPLETING YOUR EMPLOYEE REVIEW

Employee Review → Manager Review → Employee Signature → Manager Signature

Steps for Completing the Employee Review

Employee Review → Manager Review → Employee Signature → Manager Signature

1 Access Your Appraisal Form

2 Rate and enter comments for UTHealth Performance Standards

3 Rate and enter comments for each Performance Goal
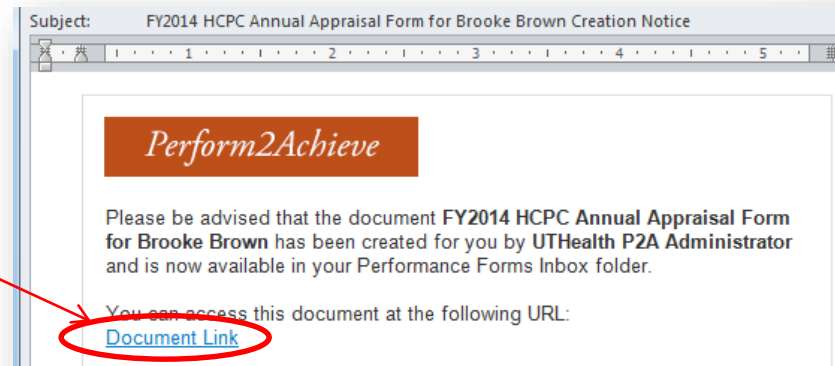
4 Optional: Print Form for Discussion with Manager

5 Save and Send to Manager Review

Accessing Your Appraisal
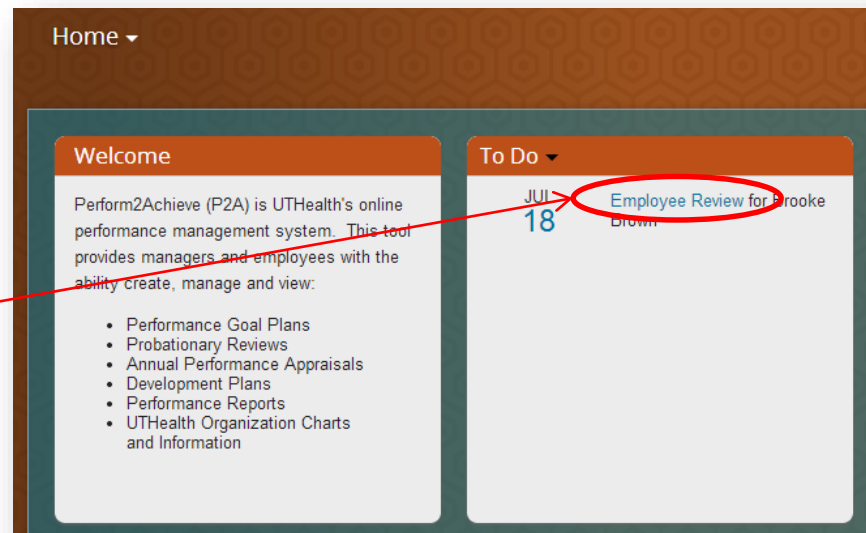
Method 1

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

Subject: FY2014 HCPC Annual Appraisal Form for Brooke Brown Creation Notice

Perform2Achieve

Please be advised that the document **FY2014 HCPC Annual Appraisal Form for Brooke Brown** has been created for you by **UTHealth P2A Administrator** and is now available in your Performance Forms Inbox folder.

You can access this document at the following URL:
Document Link

Method 2

- Log in to P2A
  https://go.uth.edu/perform2achieve

- From the "To Do" list, click on "Employee Review"

Home ▾

Welcome

Perform2Achieve (P2A) is UTHealth's online performance management system. This tool provides managers and employees with the ability create, manage and view:

- Performance Goal Plans
- Probationary Reviews
- Annual Performance Appraisals
- Development Plans
- Performance Reports
- UTHealth Organization Charts and Information

To Do ▾

JUL 18 — Employee Review for Brooke Brown

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

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.

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

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

Printing Your Appraisal Form
Optional

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"

Sending Your Appraisal to Manager Review

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