PE forms are not available year-round. PE forms are generated and released one to two months before the PE due date. For UK HealthCare employees, the release date is in May.

**Access the UK Online PE System via myUK**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1</td>
<td>From myUK, click on the <strong>Employee Self Service</strong> Tab</td>
</tr>
<tr>
<td>2</td>
<td>Click on the <strong>Performance Management</strong> link</td>
</tr>
<tr>
<td>3</td>
<td>Click on the <strong>Performance Goals and Evaluations</strong> link</td>
</tr>
</tbody>
</table>

This link takes you to the UK Online PE System.
You should now see your Home page in the UK Online PE System.

Accessing your Performance Evaluation Form

On your Home page, in the Navigation Menu,

- Click on Home,
- Then choose the Performance option

On your Performance page, your PE form can be found in the Inbox of the In Progress section.

- Click on the link in the Form Title column to access your PE form
Completing the PE Process – Progress Line and Introduction

After accessing the PE form, at the top of the page, you can view the progress line. This gives you a quick update of which step the PE form is currently in.

There is also an introduction that explains the process from beginning to end.

Completing the PE Process - Step One: Employee Self Evaluation

The PE form in the UK Online PE System starts with an Employee Self Evaluation. There are nineteen Major Job Responsibilities to rate and each MJR has its own section where you self-rate each corresponding Essential Function and enter comments to support your ratings.

To enter self-ratings, click on the Rating field.

Notes input on the Goal Plan will automatically feed into the PE form.

To review what the rating levels mean, click on the Rating link. The window to the right will open, in which detailed information will be presented for each rating.

Reminder: Only whole numbers are permitted for Essential Function rating levels.
Completing the PE Process - Step One: Employee Self Evaluation, continued

Below the MJR sections, you will find the Behavioral Expectations. These can be rated on a 1 to 3 level and the ratings input from the manager accounts for 10% of the overall PE rating.

The Writing Assistant gives you examples of behaviors exemplifying the Behavioral Expectations at each rating level.

The Legal Scan can be used to identify words or phrases that might be inappropriate and unnecessary. It does not prevent you from using the words or phrases.

Any professional development goals entered on the Professional Development Goal Plan will be included at the bottom of the PE form. There are no rating fields for these goals as they are not included in the overall PE rating.

These records can be removed from the PE form.

The PE form can be saved at any time by clicking on the Save button at the top of the screen.

The PE form can also be saved and closed to allow for multiple work sessions. To do this, click on the Save and Close button at the bottom of the screen.

The employee sends the PE form to their manager by clicking on the Send to Manager button which is at the top and bottom of the PE form. After the Legal Scan, there is a second, confirmation step that must be completed before the form is sent to the manager.
Completing the PE Process - Step Two: Manager Review

After you send the PE form to your manager, it is now time for the manager to input their ratings and comments related to your performance. The information entered by the manager in this step is not viewable by you at this time.

The PE form is parked at this step until the face-to-face meeting between you and the manager has occurred. While the form is in this step:

- Employees cannot view any rating or comments entered by their manager
- Managers can make edits to their fields on the PE form based on information gained during the face-to-face meeting with the employee

Completing the PE Process - Step Three: Employee Signature

In this step, you can view the completed PE form, seeing the manager’s ratings and comments, and the overall PE rating. These fields are now locked and no changes can be made.
Completing the PE Process - Step Three: Employee Signature, continued

You now have the opportunity to add final comments of your own.

You can read any comments or performance summary that was entered by your manager.

Your signature acknowledges the one-to-one conversation has taken place and the PE form has been reviewed. Your signature does not necessarily mean you agree with the content of the PE form.

Click on the Sign button to electronically sign the PE form and send it to your manager.

Completing the PE Process - Step Four: Manager Signature

After you sign your PE form and send it to your manager, they will have the opportunity to add any final comments they have. They will then sign the PE form to complete the process.
UK Online PE System – Completing the Online PE for Bedside Nurses and Nurse Care Techs

Viewing Your Completed PE Form

To view your completed PE form, go to your Performance page, click on the Completed section,

- Click on the link in the Form Title column to view your completed PE form.