This guide focuses on supervisors completing the PE process. Accessing the UK Online PE System and basic navigation are covered in prior user guides. To access these guides, visit the Resources tab on the HR Performance Matters webpage: [http://www.uky.edu/pe/resources-training-materials](http://www.uky.edu/pe/resources-training-materials)

### Basic Navigation – Accessing Employee Performance Evaluation Forms

You have two options when accessing your employees’ PE forms. Reminder: PE forms are not available year-round. PE forms are generated and released one to two months before the PE due date. (Campus – mid-December; UK HealthCare – May)

**Option One:**
- Locate the **My Team** tile
- Click on the employee record you wish to view

**My Team**

- Calamity Forrest
- Calloway Dixon
- Calmon Ebert
- Calfred Gardner

**Option Two:**
- Click on the **Actions** link

**Calloway Dixon**

- Local Time: 11:59:39 AM
- Actions
- Note
- Calloway is on track
- Click on the Performance Evaluation link

  **Favorites**
  - any Admin Favorites shortcut here to add some

  **Calloway Dixon**
  - Local Time: 12:10:02 PM

  **Go To**
  - Profile
  - Scorecard
  - 2013 University Performance Evaluation
  - Goal Plan

- You are taken directly to the employee’s PE form, if it has been released

**Option Two:**
- From the Home Page, click on the Navigation Menu and choose Performance

**2013 University Performance Evaluation for Calloway Dixon**

**My Forms**
- **All Forms**: contains all forms, currently active or completed
- **Completed**: contains all completed forms
- **Form Status**: view form status

**In Progress: Inbox**
- contains active forms requiring your attention

**En Route** – contains active forms “currently with” another person in the PE process, this is normally the employee
Completing the PE Process – Progress Line and Introduction

After accessing the PE form both the employee and supervisor 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. If the employee chooses not to complete a self evaluation, the PE form still needs to be sent to the manager so the PE process can advance. Per University policy, the self evaluation is optional for the employee unless it is made mandatory by you or your department. You will not be able to enter your ratings and comments until the form is sent to you.

Each Major Job Responsibility has its own section where the employee can self-rate and enter comments to support their rating.

Employee fields are open for input. This information will not be visible to the manager until the form is sent to the manager.

Manager fields are not open for input in this step.

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 MJR rating levels.

MJR Non Leadership Rating Scale

<table>
<thead>
<tr>
<th>Scale Value</th>
<th>Description</th>
<th>Detailed Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Does Not Meet Expectations</td>
<td>Employee did not consistently meet the job standards • Performance needs improvement in areas of consistent weakness • Employee requires close supervision to meet expectations • If employee fails to improve, corrective action may be recommended</td>
</tr>
<tr>
<td>2.0</td>
<td>Meets Expectations</td>
<td>Employee consistently met the job standards • Results were timely and accurate and produced with minimum supervision • Employee recognized and adjusted well to changes in work situations and assignments • Solid, good performance was the employee’s norm</td>
</tr>
<tr>
<td>3.0</td>
<td>Occasionally Exceeds Expectations</td>
<td>Employee periodically exceeded the job standards • Employee achieved results above expectations • Employee showed exceptional performance and effort from time to time • Performance is sustained and uniformly high with thorough and on time results</td>
</tr>
<tr>
<td>4.0</td>
<td>Consistently Exceeds Expectations</td>
<td>Employee clearly and consistently exceeded the job standards • Exceptional performance and effort was the employee’s norm • Employee achieved results well beyond expectations • Employee contributed unique, innovative and workable solutions to projects and/or problems</td>
</tr>
</tbody>
</table>
Completing the PE Process - Step One: Employee Self Evaluation, continued

Below the MJR sections, you will find the Core Competencies (University / Campus employees) or Behavioral Expectations (UK HealthCare employees). These can be rated on a 1 to 3 level and are not included in the overall PE score, unless you are UK HealthCare Leadership.

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

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 score.

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

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 the employee sends the PE form to the manager, it is now time for the manager to input their ratings and comments related to the employee’s performance.

Employee fields are now viewable by the manager. These fields are locked and the manager cannot make any changes to what the employee entered.

The manager fields are now open for input. The information entered in these fields will not be visible to the employee until the form is sent to the employee for signature.

The Core Competencies or Behavioral Expectations need to be part of the PE conversation even though they are not included in the overall PE rating, with the exception of UK HealthCare Leadership.
Completing the PE Process - Step Two: Manager Review – continued

The Methods of Evaluation section allows you to document how you gathered information used for the employee’s rating and performance feedback. You can select all methods that apply.

Methods of Evaluation

Please select from the following Methods of Evaluation that will be used in evaluating the employee’s performance. Additional methods of evaluation and/or additional explanations of those methods may be added if necessary.

- Supervisory Observation - Supervisor evaluates the employee’s performance by direct observation of work
- Third Party Feedback - Supervisor evaluates the employee’s performance by input based on relevant feedback from outside customers, vendors, or others
- Peer Feedback - Supervisor evaluates the employee’s performance in part based on relevant feedback from the employee’s peers
- Spot Checks - Supervisor evaluates the employee’s performance in part based on random spot checks of work
- Sampling Statistics - Supervisor evaluates the employee’s performance in part based on sample(s) of the employee’s work or statistical data that indicates the employee’s level of work of demonstrated competence
- Project Results - Supervisor evaluates the employee’s performance in part based on actual results of projects or assignments the employee has managed or participated in
- Self Report - Supervisor evaluates the employee’s performance in part based on the employee’s own evaluation of his/her work

Other

Professional Development/Other Goals

1.1

Professional Development: work harder

Status: Complete
Start: 01/01/2013
Due: 12/31/2013
Complete: 0.0%

Comments by Meline Manager:

The manager can also add comments to any professional development goals that appear on the employee’s PE form.

Summary

Ratings for each MJR and Core Competency are listed here. The overall rating is calculated from the MJR scores. The Core Competency ratings are not calculated into the overall rating. Professional Development goal results are also included but not rated. Overall comments on the employee’s performance can be entered in this section.

Calculated Form Overall Rating 0.0 / 4.0

The overall PE rating won’t be calculated until the PE form is saved. Click on the Save button at the top of the screen to calculate the PE rating and reveal the individual MJR ratings.
Completing the PE Process - Step Two: Manager Review – continued

The PE form is parked at the 1:1 Meeting step until the face-to-face meeting between the manager and employee has occurred. While the form is in this step:

- Upper-level management can review PE forms for employees in their direct reporting line
- Employees cannot view any rating or comments entered by their manager
- The manager can use the Online PE System to display the PE form, or print a hard copy for use during the face-to-face meeting
- Managers can make edits to their fields on the PE form based on information gained during the face-to-face meeting with the employee

After the face-to-face meeting has occurred and any edits made, the manager will send the PE form to the employee for signature using the **Send to Employee for Signature** button. This button can be found at the top and bottom of the PE form.

Completing the PE Process - Step Three: 1:1 Meeting

The PE form is parked at the 1:1 Meeting step until the face-to-face meeting between the manager and employee has occurred. While the form is in this step:

- Upper-level management can review PE forms for employees in their direct reporting line
- Employees cannot view any rating or comments entered by their manager
- The manager can use the Online PE System to display the PE form, or print a hard copy for use during the face-to-face meeting
- Managers can make edits to their fields on the PE form based on information gained during the face-to-face meeting with the employee

Click the **Send to 1:1 Meeting** button to advance the PE form to the next step. This button is also located at the top of the PE form.
Completing the PE Process - Step Four: Employee Signature

In this step, the employee can view the completed PE form, seeing the manager’s ratings and comments, methods of evaluation, and the overall PE rating. These fields are now locked and no changes can be made.

Methods of Evaluation

Please select from the following Methods of Evaluation that will be used in evaluating the employee’s performance. Additional methods of evaluation and/or additional explanations of these methods may be added if necessary.

- Supervisory Observation - Supervisor evaluates the employee’s performance by direct observation of work
- Third Party Feedback - Supervisor evaluates the employee’s performance by input based on relevant feedback from outside customers, vendors, or others
- Peer Feedback - Supervisor evaluates the employee’s performance in part based on relevant feedback from the employee’s peers
- Spot Checks - Supervisor evaluates the employee’s performance in part based on random spot checks of work
- Sampling Statistics - Supervisor evaluates the employee’s performance in part based on samples of the employee’s work or statistical data that indicates the employee’s level of work or demonstrated competence
- Project Results - Supervisor evaluates the employee’s performance in part based on actual results of projects or assignments the employee has managed or participated in
- Self Report - Supervisor evaluates the employee’s performance in part based on the employee’s own evaluation of his/her work
- Other

Summary

Ratings for each NFR and Core Competency are listed here. The overall rating is calculated from the NFR scores. The Core Competency ratings are not calculated into the overall rating. Professional Development goal results are also included but not rated. Overall comments on the employee’s performance can be entered in this section.

Calculated Form Overall Rating 2.4 / 4.0
Rating
Achieve 100% compliance with Sarbanes-Oxley Act data-related regulations by (date)
2.0 - Meets Expectations
Completing the PE Process - Step Four: Employee Signature – continued

The employee can view the overall comments entered by the manager.

The employee's signature acknowledges the one-to-one conversation has taken place and the PE form has been reviewed. The signature does not necessarily mean the employee agrees with the content of the PE form.

The employee has the opportunity to add final comments of their own.

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

Completing the PE Process - Step Five: Manager Signature

The manager can view any final comments added by the employee during the previous step.

Click on the Sign button to electronically sign the PE form to complete the process.

The manager can now add their final comments before signing.
### Viewing Completed PE Forms and Completion Status

To view completed PE forms, go to your Performance page, click on the Completed section, and:

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

To get a quick visual of your team's completion data, click on the Form Status link.

#### My Forms

**Form Status section:**
- **Aggregate view**

<table>
<thead>
<tr>
<th>2013 University Performance Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee</strong></td>
</tr>
<tr>
<td>Frank Manager</td>
</tr>
<tr>
<td>Calley Way Dorn</td>
</tr>
<tr>
<td>Calleigh East</td>
</tr>
<tr>
<td>Calamy Farnett</td>
</tr>
<tr>
<td>Cathed Gardner</td>
</tr>
</tbody>
</table>

**Form Status section:**
- **Individual view**

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</table>

**Legend:**
- ✔ Completed
- ▼ Completed Form
-◢ Requires Your Attention
- □ Blank