UK Online PE System – Completing the Online PE for Employees

This guide focuses on the steps employees need to take to complete the Online 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

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

Accessing your Performance Evaluation Form

On your Home page, in the Navigation Menu,
- Click on Home,
- Then choose the Performance option

My Forms

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

<table>
<thead>
<tr>
<th>Form Title</th>
<th>Employee</th>
<th>Step</th>
<th>Date Assigned</th>
<th>Step Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 University</td>
<td>Cal Abbott</td>
<td>[53]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance Evaluation for Cal Abbott</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Items per page: 10
Showing 1–2 of 2
Create New Form
Display Options
Modified
Sent From

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UK Online PE System – Completing the Online PE for Employees

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. If you choose not to complete a self evaluation, the PE form still needs to be sent to your manager so the PE process can advance. Per University policy, the self evaluation is optional unless your manager or department makes it mandatory.

In this section employee will self-rate and managers will rate the employee's performance of the MJR. Updates to the job standards can be made in this section. MJR and Essential Function updates cannot be made here - those updates must be made in the Position Description System.

Click on the Rating link to review and rate the employee.

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

Job Standards and Notes: Input on the Code Plan will automatically feed into the PE form.

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As of 12/05/2013
UK Online PE System – Completing the Online PE for Employees

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 you from using the words or phrases.

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.
UK Online PE System – Completing the Online PE for Employees

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.

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 you and the manager 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
- 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 Four: Employee Signature

In this step, you 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.

<table>
<thead>
<tr>
<th>Goal: UK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Job:</td>
</tr>
<tr>
<td>Responsibility:</td>
</tr>
<tr>
<td>Achieve 100% compliance with</td>
</tr>
<tr>
<td>Sarbanes-Oxley Act</td>
</tr>
<tr>
<td>data-related regulations by (date)</td>
</tr>
<tr>
<td>Job Standard: SOX compliance rate</td>
</tr>
<tr>
<td>Weight: 20.0%</td>
</tr>
<tr>
<td>Start: 01/01/2013</td>
</tr>
<tr>
<td>Rating by Mabeline Manager:</td>
</tr>
<tr>
<td>Manager Rating: 2.0 - Meets Expectations</td>
</tr>
<tr>
<td>Mabeline Manager’s Comments:</td>
</tr>
<tr>
<td>Explain rating. Provide examples of employee’s performance to support your rating.</td>
</tr>
<tr>
<td>Rating by Cal Abbott:</td>
</tr>
<tr>
<td>Rating: 2.0 - Meets Expectations</td>
</tr>
<tr>
<td>Subjects Comments:</td>
</tr>
<tr>
<td>Can include additional comments to support self-rating.</td>
</tr>
</tbody>
</table>

Due: 12/31/2013 Complete: 100.0% Status: Complete
Completing the PE Process - Step Four: Employee Signature – continued

**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 in part 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 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**

**Summary**

Ratings for each MIR and Core Competency are listed here. The overall rating is calculated from the MIR 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

**Major Job Responsibilities**

1. **Rated**: 2.4 / 4.0

2. Achieve 100% compliance with Sarbanes-Oxley Act data-related regulations by (date)

   **Achieved**: 2.0 - Meets Expectations

**Overall Comments**

**Your comments on performance summary that was entered by your manager:**

**Signature**

The electronic signature below represents your acknowledgement of this form.

**Employee:**

**Manager:**

**Mabeline Manager**

**Section Comments:**

**Comments by Mabeline Manager:**

**Comments by Cal Abbott:**

**Save and Close**  **Close Without Saving**  **Sign**  **Mabeline Manager**

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

**You can retract any comments on performance summary that was entered by your manager.**

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

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

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UK Online PE System – Completing the Online PE for Employees

Completing the PE Process - Step Five: 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.

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

```
<table>
<thead>
<tr>
<th>Form Title</th>
<th>Employee</th>
<th>Form Start Date</th>
<th>Form End Date</th>
<th>Form Due Date</th>
<th>Completed On</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 University Performance Evaluation for Cat Abbott</td>
<td>Cat Abbott</td>
<td>9/01/2013</td>
<td>12/31/2013</td>
<td></td>
<td></td>
</tr>
</tbody>
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