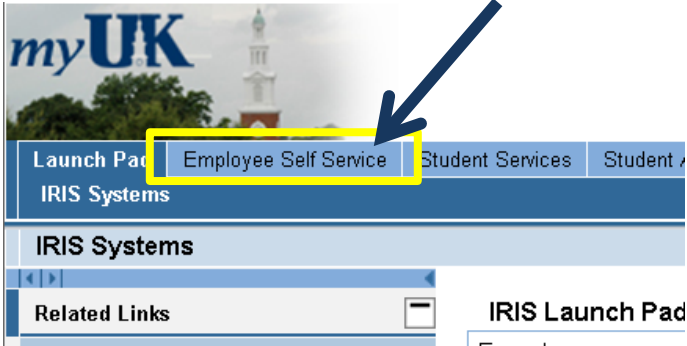
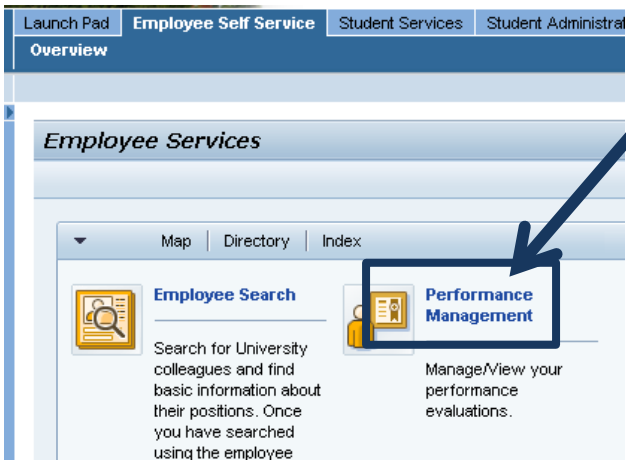
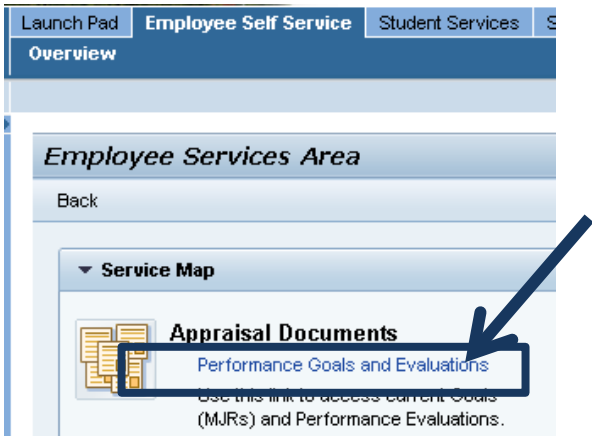


## UK Online PE System – Completing the Online PE for Bedside Nurses and Nurse Care Techs

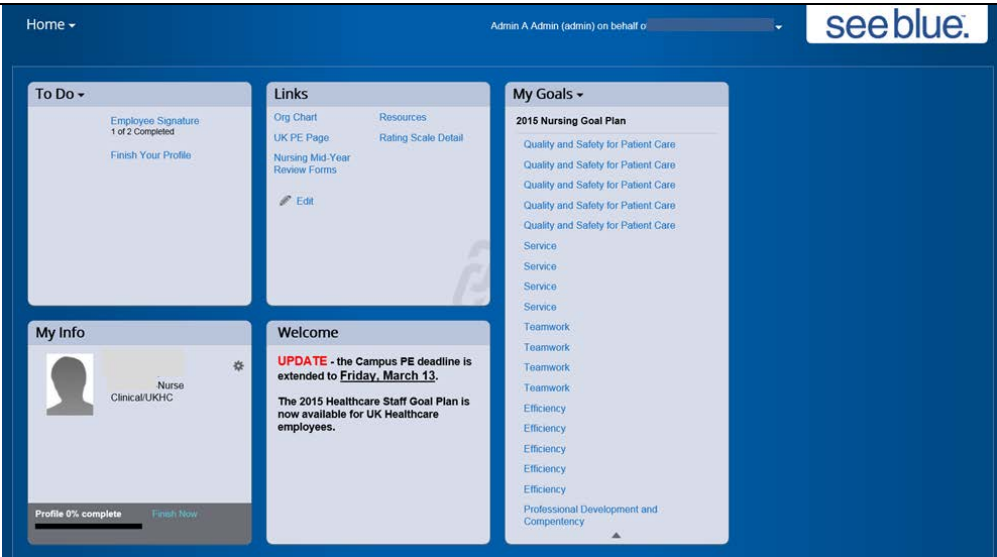
PE forms are not available year-round. PE forms are generated and released one to two months before the PE due date. For UK HealthCare employees, the release date is in May.

### Access the UK Online PE System via myUK

Step	Action	
1	From myUK, click on the <b>Employee Self Service</b> Tab	
2	Click on the <b>Performance Management</b> link	
3	Click on the <b>Performance Goals and Evaluations</b> link  This link takes you to the UK Online PE System.	

# UK Online PE System – Completing the Online PE for Bedside Nurses and Nurse Care Techs

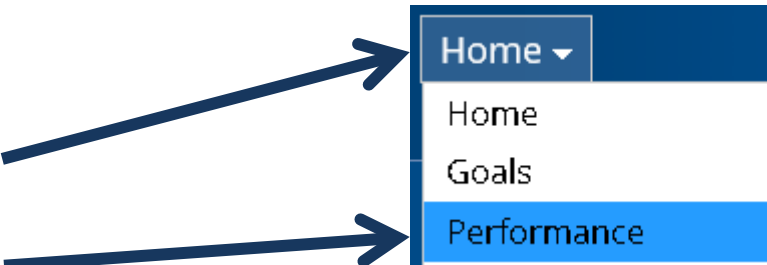
You should now see your Home page in the UK Online PE System.



## Accessing your Performance Evaluation Form

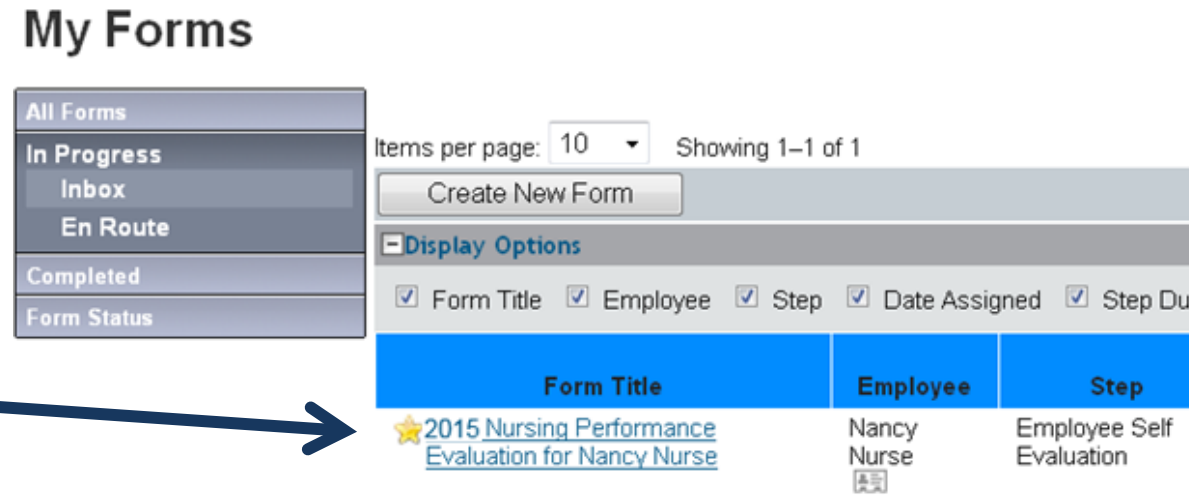
On your **Home** page, in the **Navigation Menu**,

- Click on **Home**,
- Then choose the **Performance** option



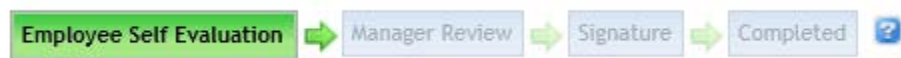
On your **Performance** page, your PE form can be found in the **Inbox** of the **In Progress** section.

- 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.

**Performance Evaluation Introduction**

The employee may complete a self-evaluation and then forward to his or her manager. The manager will complete the evaluation and make it available for higher-level review. Once higher-level review is complete, the manager and employee will meet to discuss the evaluation. After the meeting additional comments or rating adjustments can be made. Once this is complete the employee and manager will sign the form.

## 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.

**2.1**  
**Goal:** UKHC  
**Major Job Responsibility:** Quality and Safety for Patient Care  
**Essential Function:** Care plans and their implementation are completed accurately and within appropriate parameters.  
**Job Standard:** To be determined by supervisor and employee  
**Weight:** 5.0%  
**Start:** 07/01/2014  
**Due:** 06/30/2015  
**Rating by:** Manager Rating: unrated  
**Comments:** No comments  
**Rating by:** Rating: unrated  
**Subjects Comments:**

To enter self-rating, 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.

Enter comments to support your self-ratings.

**MJR Non Leadership Rating Scale**

Scale Value	Description	Detailed Information
1.0	Does Not Meet Expectations	• 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
2.0	Meets Expectations	• Employee consistently met the job standards • Results were timely and accurate and were produced with minimum supervision • Employee recognized and adjusted well to changes in work situations and assignments • Solid, good performance was the employee's norm
3.0	Occasionally Exceeds Expectations	• 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
4.0	Consistently Exceeds Expectations	• 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

Close Window

# UK Online PE System – Completing the Online PE for Bedside Nurses and Nurse Care Techs

## 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.

**Behavioral Expectations**

UK HealthCare's Behavioral Expectations are the tenets around which the commitment to service excellence can be organized. These commitments prescribe our interactions with our patients and everyone we come into contact with during our work day and the actions we will take to provide excellent customer service. By following these commitments, we will promote a positive image of UK HealthCare as a preferred patient care provider and workplace of choice. Click on the Writing Assistant link for examples of describing the Behavioral Expectation levels. The manager needs to provide supporting comments for the rating.

**Section Summary**

	Rating
<a href="#">Customer Centered</a>	
<a href="#">Growth Oriented</a>	
<a href="#">Quality Driven</a>	
<a href="#">Resource Wise</a>	
<a href="#">Service Focused</a>	

**Customer Centered**

Our customer is every patient and every other person with whom we come into contact during our work day. Being customer centered demands professionalism, requiring that we work with integrity to present our facility and ourselves in a manner that promotes trust and confidence in UK HealthCare. The care we provide must be of the highest quality as our appearance, manner, expressions and concerns for our patients and other customers, support our desire to be a preferred patient care provider and a workplace of choice.

**Rating by**

**Rating:** Rating

**Managers Comments:**

No comments

**Rating by**

**Rating:** Rating

**Subjects Comments:**

[writing assistant...](#) [spell check...](#) [legal scan...](#)

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.

**Professional Development/Other Goals**

**1.1**

**Professional Development:**

My goal this year is to continue to study for OCN Certification.

**Status:** On Track

**Start:** 07/01/2014

**Due:** 06/30/2015




**Complete:** 0.0%

**Comments by**

**Results/Notes:**

**Remove Goal**

These records can be removed from the PE form.

	The PE form can be saved at any time by clicking on the <b>Save</b> 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 <b>Save and Close</b> button at the bottom of the screen.
	The employee sends the PE form to their manager by clicking on the <b>Send to Manager</b> button which is at the top and bottom of the PE form. <b>After the Legal Scan, there is a second, confirmation step that must be completed before the form is sent to the manager.</b>

# UK Online PE System – Completing the Online PE for Bedside Nurses and Nurse Care Techs

## 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.

Major Job Responsibilities		
In this section employees will self-rate and managers will rate the employee's performance of the MJRs. 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.		
<b>2.1</b>		
<b>Goal:</b> UKHC		
<b>Major Job Responsibility :</b> Quality and Safety for Patient Care	<b>Essential Function :</b> Care plans and their implementation are completed accurately and within appropriate parameters.	
	<b>Job Standard :</b> To be determined by supervisor and employee	
<b>Weight :</b> 5.0%	<b>Start :</b> 07/01/2014	<b>Due :</b> 06/30/2015
<b>Rating by</b>	<b>Rating by</b>	
<b>Manager Rating:</b> 2.0 - Meets Expectations	<b>Rating:</b> 2.0 - Meets Expectations	
<b>Comments:</b>	<b>Subjects Comments:</b>	
Manager comments here.	Employee comments here.	
<b>Methods of Evaluation</b>		
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.		
<input checked="" type="checkbox"/> Supervisory Observation - Supervisor evaluates the employee's performance by direct observation of work		
<input type="checkbox"/> Third Party Feedback - Supervisor evaluates the employee's performance by in part based on relevant feedback from outside customers, vendors, or others		
<input type="checkbox"/> Peer Feedback - Supervisor evaluates the employee's performance in part based on relevant feedback from the employee's peers		
<input checked="" type="checkbox"/> Spot Checks - Supervisor evaluates the employee's performance in part based on random spot checks of work		
<input type="checkbox"/> 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		
<input checked="" type="checkbox"/> 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		
<input type="checkbox"/> Self Report - Supervisor evaluates the employee's performance in part based on the employee's own evaluation of his/her work		
<b>Other</b>		

## UK Online PE System – Completing the Online PE for Bedside Nurses and Nurse Care Techs

### Completing the PE Process - Step Three: Employee Signature, continued

#### Summary

Ratings for each MJR and Behavioral Expectation are listed here. The overall score is calculated through a scale adjusted rating that combines the MJR scores and Behavioral Expectation scores, while accounting for the two different rating scales. Professional Development goal results are not rated. Overall comments on the employee's performance can be entered in this section.

<b>Calculated Form Overall Rating 2.3 / 4.0</b>		
	Rating	Weights
Major Job Responsibilities	<b>2.2 / 4.0</b>	
<a href="#">Quality and Safety for Patient Care</a>	2.0 - Meets Expectations	5.0%
<a href="#">Quality and Safety for Patient Care</a>	2.0 - Meets Expectations	5.0%
<a href="#">Quality and Safety for Patient Care</a>	3.0 - Occasionally Exceeds Expectations	5.0%
<a href="#">Quality and Safety for Patient Care</a>	2.0 - Meets Expectations	5.0%
<a href="#">Quality and Safety for Patient Care</a>	2.0 - Meets Expectations	5.0%
<a href="#">Service</a>	2.0 - Meets Expectations	5.0%
<a href="#">Service</a>	3.0 - Occasionally Exceeds Expectations	5.0%
<a href="#">Service</a>	2.0 - Meets Expectations	5.0%
<a href="#">Service</a>	3.0 - Occasionally Exceeds Expectations	5.0%

Overall Comments

**Comments by Manager Nurse:**  
Manager's overall comments entered here.

Signature

Sign below  
Employee: \_\_\_\_\_  
Nancy Nurse  
Manager: \_\_\_\_\_  
Manager Nurse

Section Comments:  
**Comments by Nancy Nurse:**

Save and Close

Close Without Saving

Sign

Manager Nurse

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.

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

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

## My Forms

All Forms  
In Progress  
**Completed**  
Create New Folder  
Un-Filed  
Form Status

Items per page: 10 ▾ Showing 1–2 of 2  
Create New Folder  
Move  
Display Options  
☒ Form Title ☒ Employee ☒ Form Start Date ☒ Form End Date  

<input type="checkbox"/>	Form Title
<input type="checkbox"/>	★ <a href="#">2014 Nursing Performance Evaluation for,</a>
<input type="checkbox"/>	★ <a href="#">2015 Nursing Performance Evaluation for,</a>