

There will be two opportunities for the employee to discuss progress with the manager. First, at the mid-year, touchpoint alignment and second, at the year-end performance evaluation. Employees in their first year of hire will also receive a probationary touchpoint alignment task.

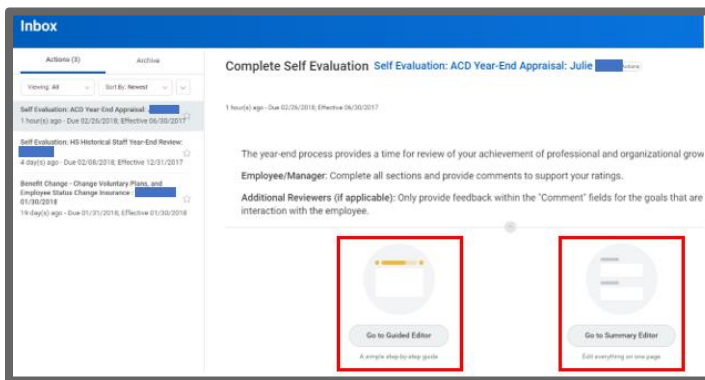
## Tasks

- [Complete Alignment Touchpoint](#)
- [Complete Year-End Self-Evaluation](#)
- [Employee Acknowledgment](#)

### Complete Alignment Touchpoint

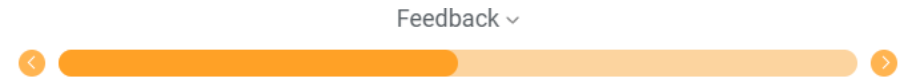
If goals were written and approved by the manager, employees will receive an inbox task titled **Self-Evaluation: Goal Alignment Touchpoint** at the mid-point of the performance cycle.

1. Choose **Go To Guided Editor** for a step-by-step guide, or **Go To Summary Editor** for the entire appraisal on a scrollable page. This job aid will use the Guided Editor approach.





Screenshot 1: Image of Complete Self Evaluation Inbox Item.

The Guided Editor includes a progress bar that displays the section you are reviewing. Arrows will move you between sections.




Screenshot 1: Guided Editor Image

2. Click **Go To Guided Editor**. Only goals that were approved by your manager will appear on the evaluation.
3. Click the edit icon  or click directly on the goal to be edited.
4. Use the **Status** dropdown to indicate progress. If **No Longer Needed** is selected, and the manager approves the documentation, the goal will not appear on the year end self-appraisal.
5. ONLY Medical Center nurses will rate each goal with **On Track** or **Off Track**.
6. Add notes to the **Comment** field that reflects the work and progress to reaching the goal.
7. Click **Next**.
8. In the **Overall** section, click the **Edit** icon .
9. Click **Rating** and select an overall rating of **On Track** or **Off Track** and click **Next**.
10. Complete a final review and click **Submit**.
11. The evaluation will be routed to your manager's inbox for his/her input and subsequent discussion with you.

## Complete Year-End Self-Evaluation

Goals that were approved by the manager and cascaded goals, will appear on the **Self-Evaluation: Year-End Appraisal** which is delivered to the inbox near the end of the performance cycle.

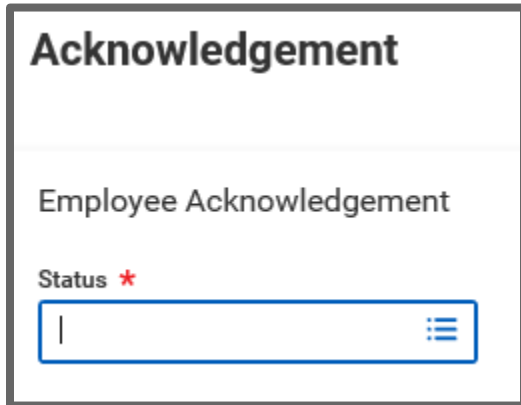
1. Click **Go To Guided Editor**.
2. Click the edit icon  or click on the goal you want to edit.
3. Only goals that were approved by your manager will appear on the evaluation.
4. Scroll to the **Rating** area and select a self-rating value.
5. Scroll to each goal and enter a **Rating** and **Comments** to support above or below average ratings.
6. Click **Next** to move to the next section.
7. **Medical Center** team members will see the ASPIRE Values next. Click on each value to self-rate.
8. **Medical Center** team members – Click on the ASPIRE **Summary** section to enter comments to support above average ratings.
9. Click **Next**.
10. Requested **Feedback** can be viewed if you select **Everyone** when creating the request. Click on the number next to **Employee Evaluation**.
11. Click **Next**.

12. Click **Add** and then **Attach** to upload **Supporting Documents** to your self-evaluation, and click **Next**.
13. The **Overall** rating is calculated and displayed, and click **Next**.
14. Review the summary and click **Submit**. The self-evaluation will be routed to the manager.
15. Once your manager completes the evaluation, a face-to-face, formal review of your performance will be scheduled.

## Employee Acknowledgment

After you and your manager have conducted a formal review session, an inbox task will be sent to acknowledge that you have had the opportunity to discuss your performance evaluation. This acknowledgment does not imply your agreement or disagreement with the content of the evaluation, only that the discussion occurred.

1. From your inbox, click on the **Provide Employee Review Comments Manager Evaluation: HS Year-End Appraisal**:
2. Click in the **Acknowledge** section.



Screen Shot: Acknowledgement field.

3. Click in the **Employee Acknowledgment** field and select **Acknowledge**.
4. Click the **Save** button  or click outside the field.
5. Scroll through the appraisal for a final review. Optional: Input a comment.
6. Click **Submit**, then click **Done**.