

1. **Manager** reviews, edits, or adds performance goals for employee.
2. **Manager** adds participant to Evaluation and sends invite
3. **Employee** completes self evaluation for individual goals and competencies.
4. **Feedback Participant** evaluates employee's goals and competencies.
5. **Manager** evaluates employee's goals and competencies.
6. **Manager** shares evaluation with employee.
7. **Employee** reviews and acknowledges performance evaluation.

Manager & Employee have a review meeting to discuss evaluation (occurs outside of Connect).

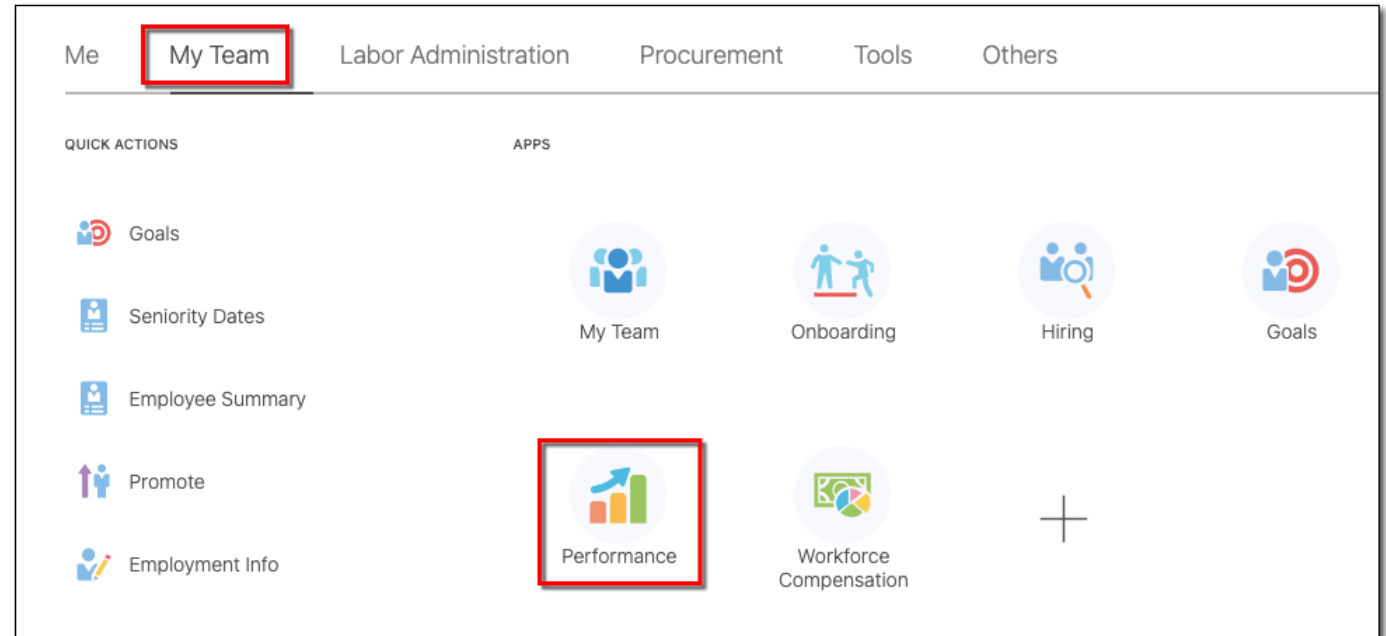
8. **Employee** enters evaluation comments
9. **Manager** provides final comments.

Note: The annual evaluation with feedback is a back-and-forth process between the employee, manager, and dotted line manager (feedback participant). This guide illustrates the processes for all roles in sequential order to provide a complete understanding of the entire annual evaluation process.

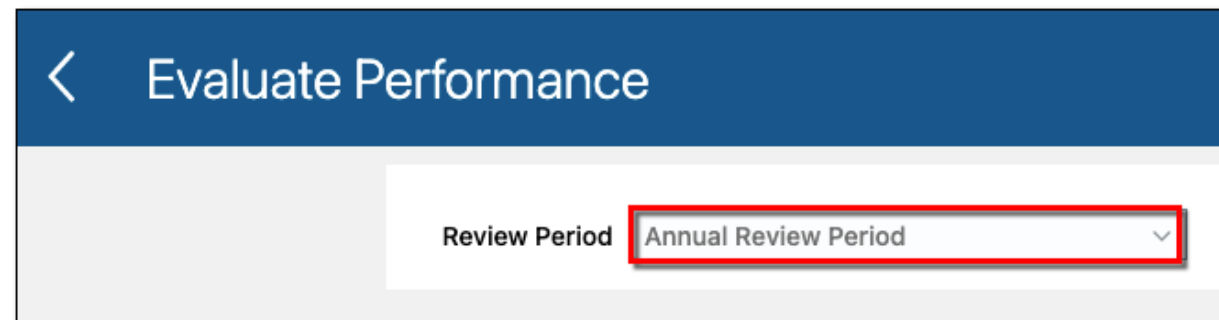
1. Manager manages performance goals

1. Manager Manages Performance Goals

1. Click **My Team** to display your manager functions.
2. Click the **Performance** icon.

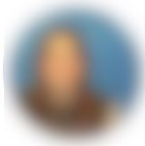


3. Select **Annual Review Period**.



1. Manager Manages Performance Goals

4. Use the **Search Person** field, **filters**, or **scroll** to locate the employee who is being evaluated.
5. Click **Annual Evaluation with Feedback** for the desired employee.



Annual Evaluation with Feedback

No participants

HR SPECIALIST SR

Current Task

Set Goals

Task Completion

0 / 7

All Tasks

➔ Set Goals

☐ Staff Self-Evaluation

☐ Manager Evaluation of Workers

☐ Manager Shares Performance Document

☐ Staff Reviews and Acknowledges Evaluation

☐ Staff Shares Input

☐ Manager Provides Final Feedback

1. Manager Manages Performance Goals

6. Click **Employee Goal Plan** to review, edit, or add performance goals for the employee.

Set Goals: Annual Evaluation

i Review the contents of each topic included in the evaluation.

Document Details

Evaluation Topics

Employee Goal Plan

1 performance goals

Competencies

9 Competencies

Attachments

1. Manager Manages Performance Goals

7. If applicable, click the **Add** button to add a performance goal.

Employee Goal Plan + Add

Actions

Sort By Display Sequence

☐ ABC Goal
 ABC Goal
 Status
 Not started

8. Enter the **Basic Info** for the goal.
Note: Library goals are not available at the time this guide was created.

Basic Info

***Goal Plan**

Employee Goal Plan

***Goal Name**

Become certified in CPR

Library Goal

Select a value

☒ Allow worker to update key attributes

Description

Become certified in CPR

***Start Date**

1/1/22

Category

Skill

Target Completion Date

12/31/22

Status

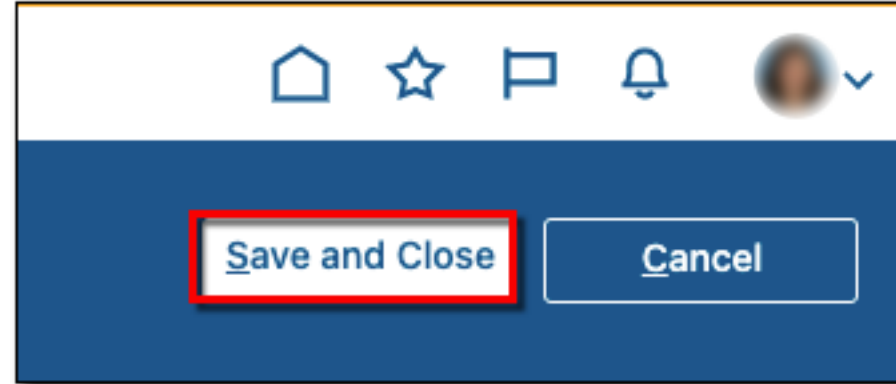
Not started

Success Criteria

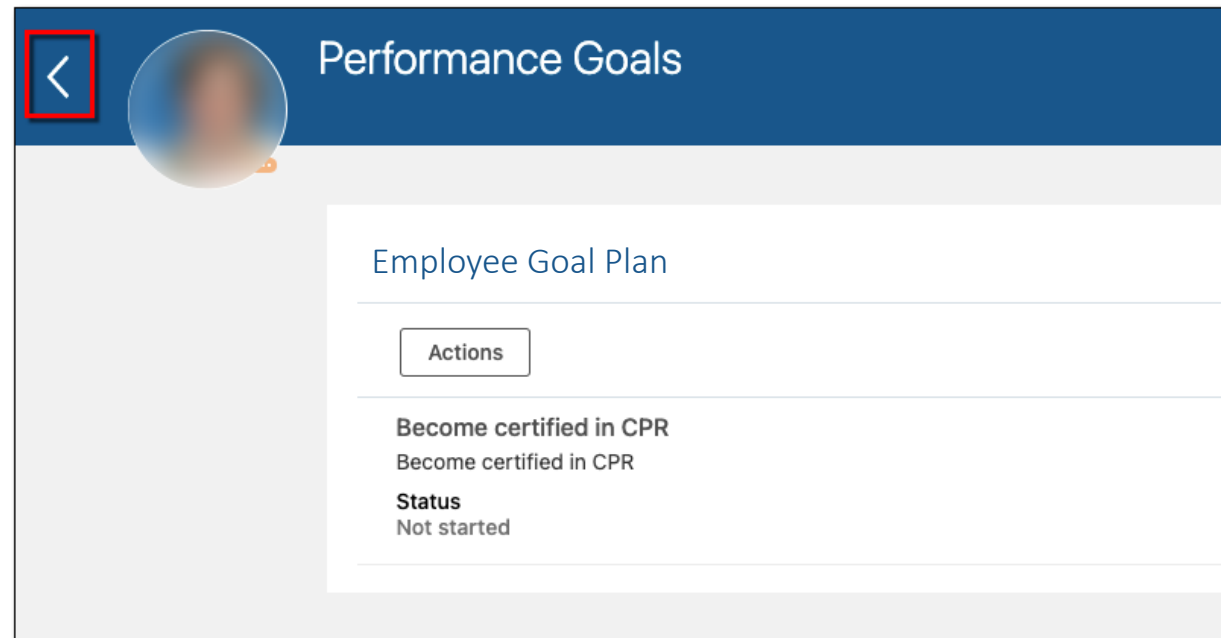
Font 2 B I U [List Icons] [Link Icon] [Undo Icon] [Redo Icon] [Save Icon]

1. Manager Manages Performance Goals

9. Click the **Save and Close** button.



10. Click the **back arrow** to return to the **Set Goals** page.

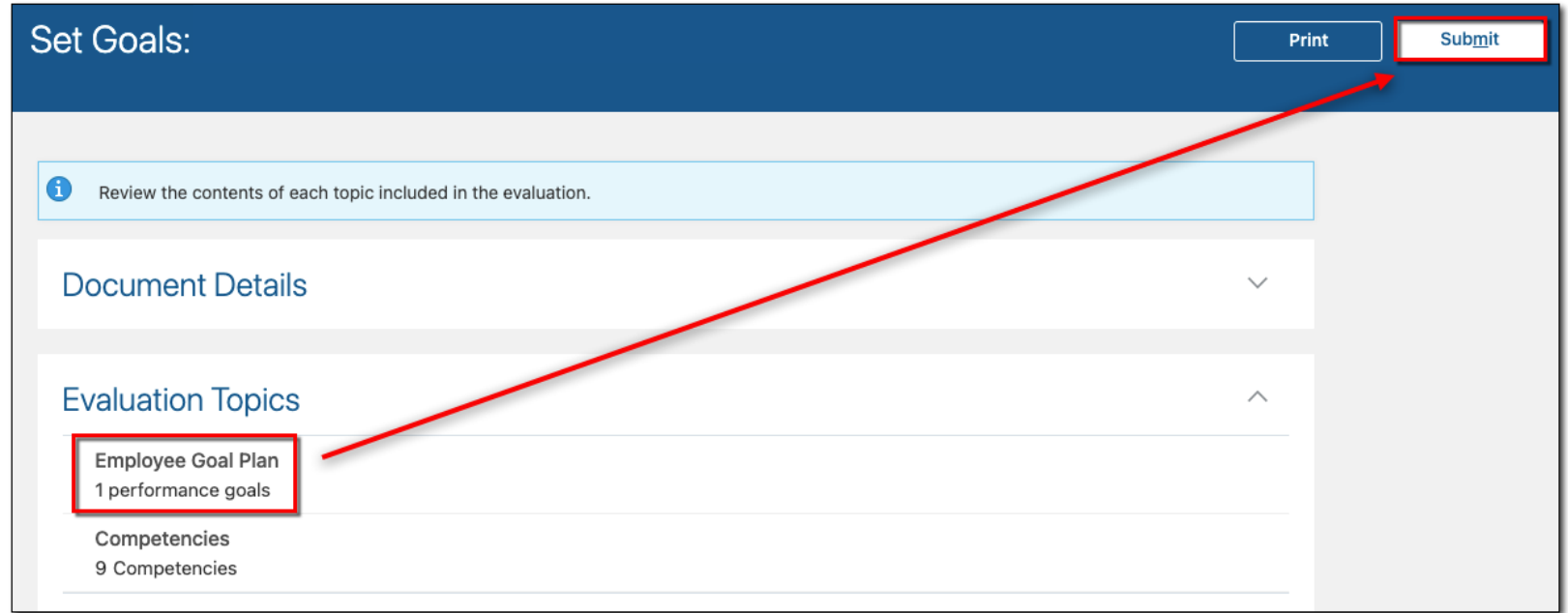


1. Manager Manages Performance Goals

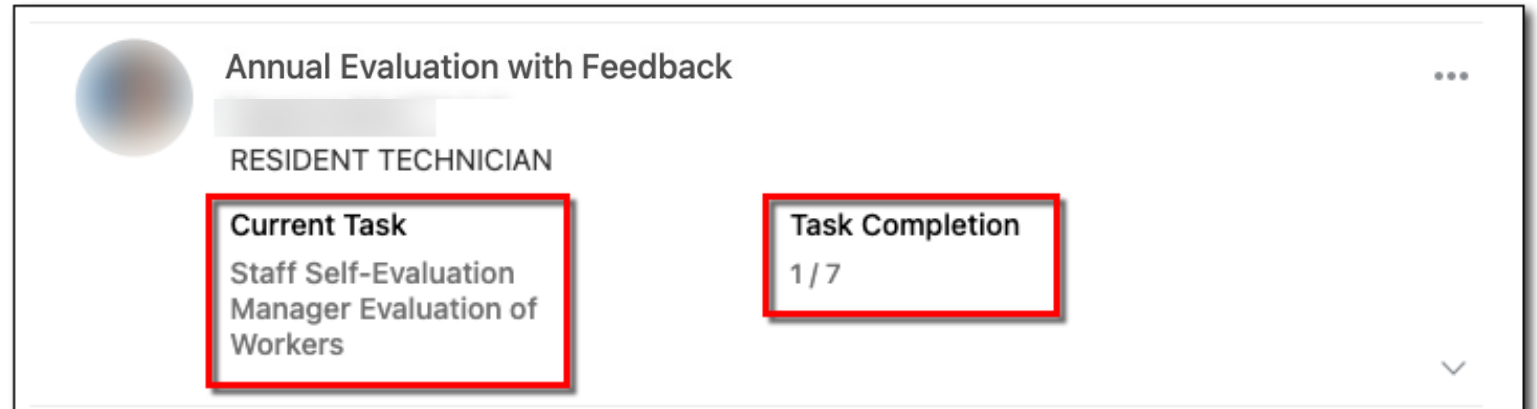
Note: The performance goal that was added is displayed in the goal count.

To manage goals, click **Performance Goals** and add or edit as needed.

11. When finished, click **Submit**.



Note: Connect displays the current tasks and the number or tasks completed for this evaluation.



1. Manager Manages Performance Goals

12. Click the **down arrow** for an expanded view of the evaluation tasks.

Note: The **Set Goals** task is complete.

Note: The employee, feedback participant, and the manager can complete the initial evaluation at the same time.

However, the manager cannot share their evaluation until the employee has completed the self evaluation first.



Annual Evaluation with Feedback

...


RESIDENT TECHNICIAN

Current Task	Task Completion
Staff Self-Evaluation	1 / 7
Manager Evaluation of Workers	

▼



Annual Evaluation with Feedback

...


No participants

HR SPECIALIST SR

Current Task	Task Completion
Staff Self-Evaluation	1 / 7
Manager Evaluation of Workers	

All Tasks

- ✓ Set Goals
- ➔ Staff Self-Evaluation
- ➔ Manager Evaluation of Workers
- Manager Shares Performance Document
- Staff Reviews and Acknowledges Evaluation
- Staff Shares Input
- Manager Provides Final Feedback

2. Manager adds Feedback Participant

2. Manager Adds Feedback Participant

1. Manager can select **no participants** in order to choose the participant and send the invite.



Annual Evaluation with Feedback

Manager: [Name]

HR SPECIALIST SR

Current Task	Task Completion
Staff Self-Evaluation Manager Evaluation of Workers	1 / 7

No participants

2. On the **Manage Participant Feedback** page, click the **Add** button

Manage Participant Feedback: Annual Evaluation with Feedback

Document Details

Participants



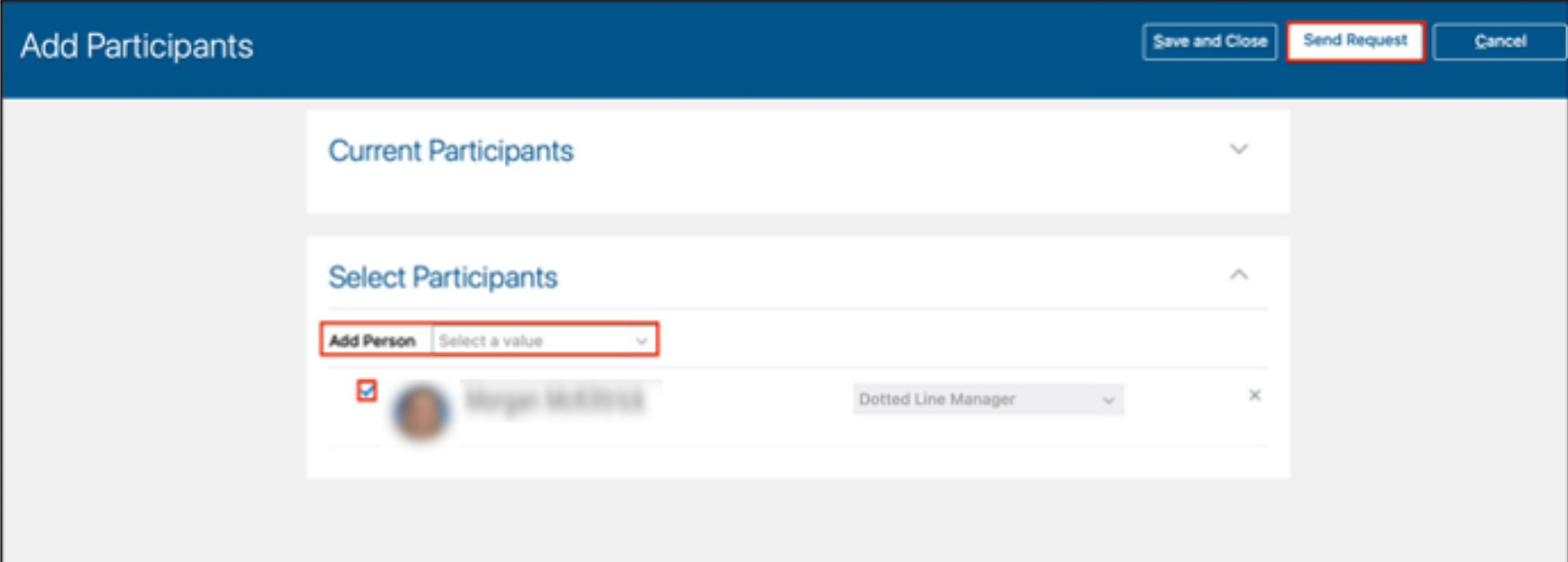


There's nothing here so far.

Participant Requirement

Attachments

3. On the **Add Participants** page, in the select **Add Person** field, enter and select the name of the participant.
4. Make sure the box is checked next to the participants name and click **Send Request**.



5. Enter the **Due Date** and a short **Message** to the participant with any applicable instructions.

6. Click the Submit **button**.

Send Request

SubmitCancel

Details

Participants

Manager Added

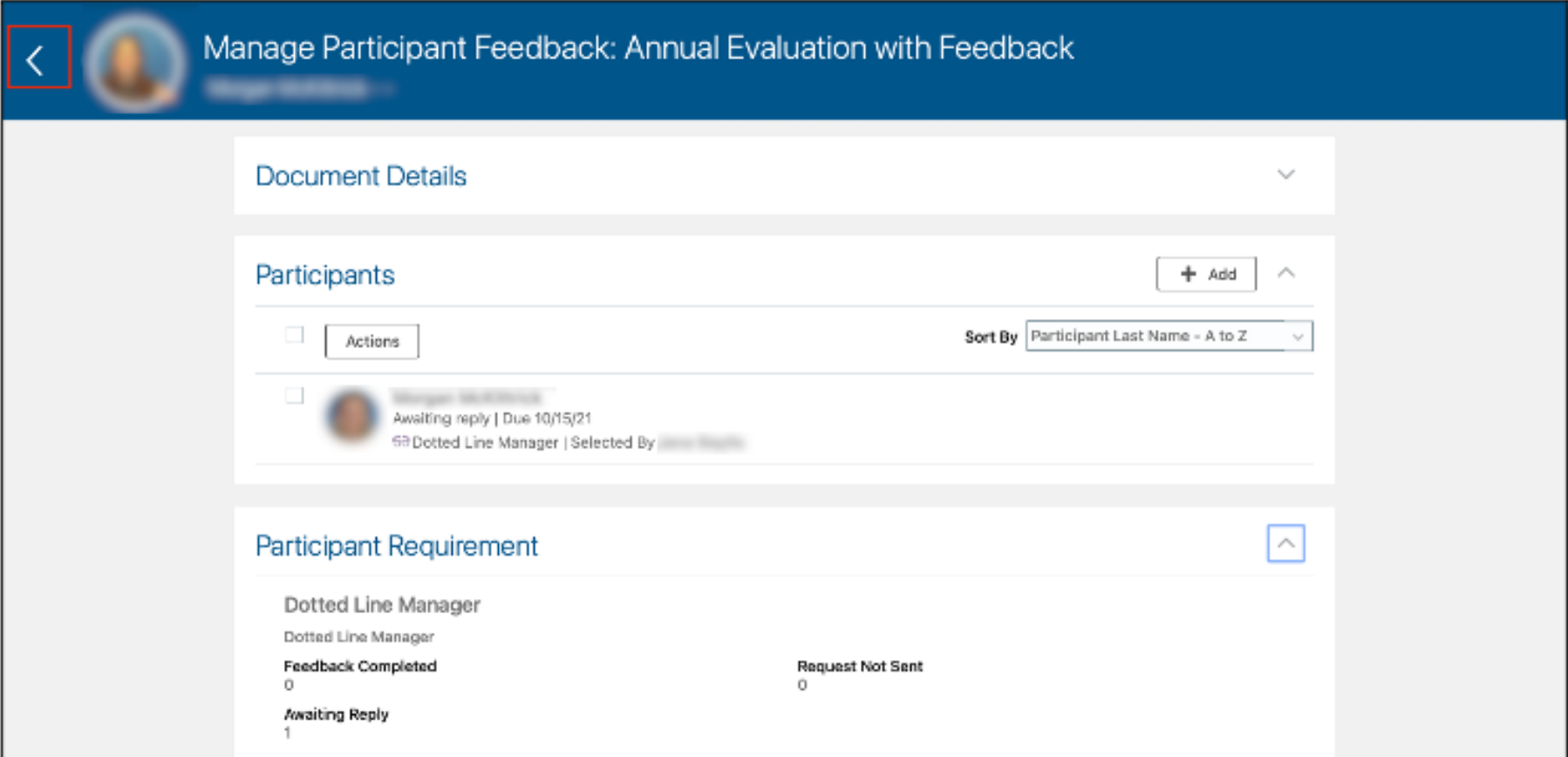
*Due

10/15/21

Message to Participants

Please evaluate this employee.

7. On the **Manage Participant Feedback** page, the Manager can keep track of the feedback participant's response.
8. Click the **back arrow** to return to the **Team Evaluations** page.



Manage Participant Feedback: Annual Evaluation with Feedback

Document Details

Participants + Add Sort By Participant Last Name - A to Z

Actions
☐  Manager Feedback Awaiting reply Due 10/15/21 Dotted Line Manager Selected By [Name]

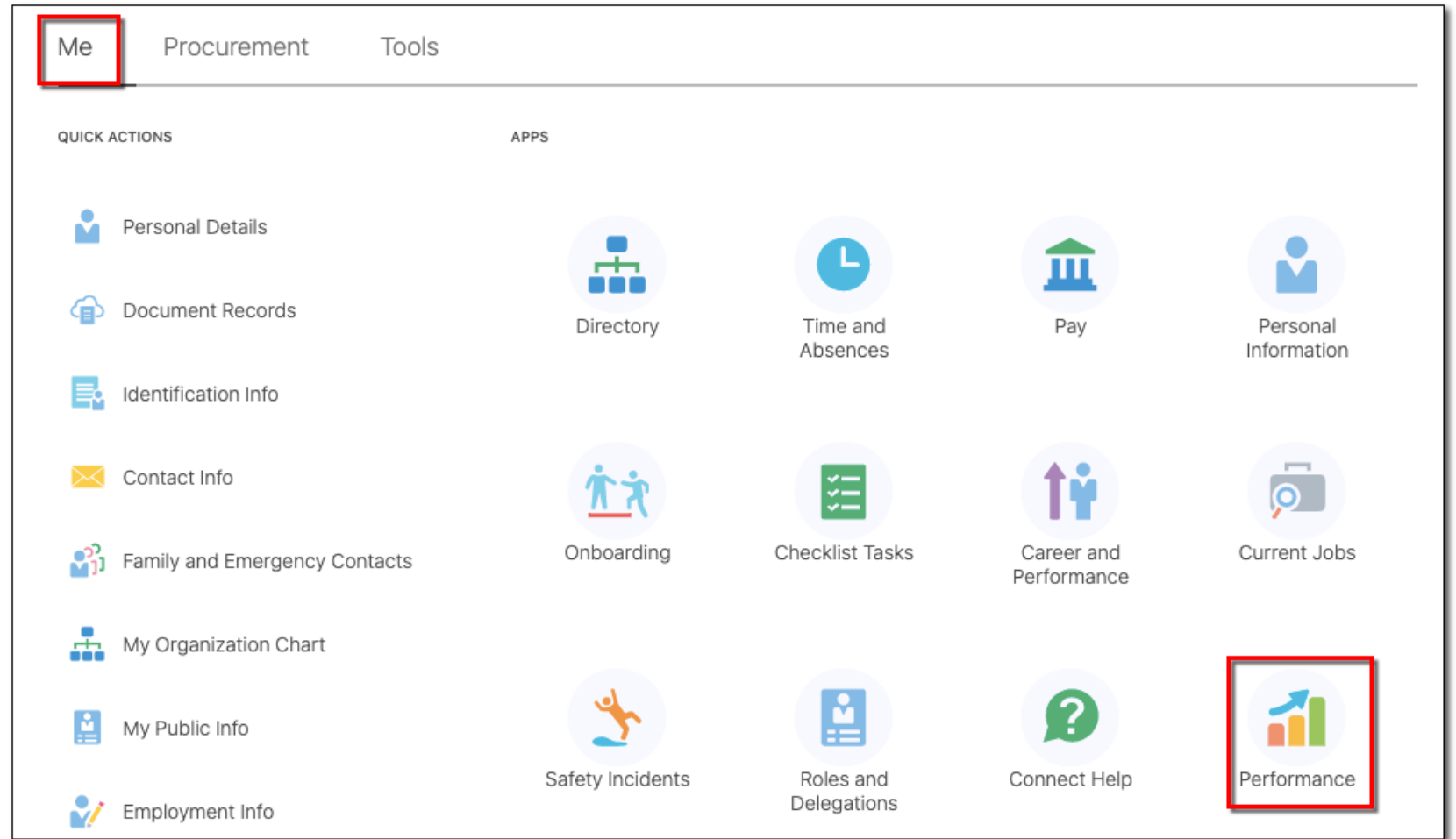
Participant Requirement

Dotted Line Manager	
Dotted Line Manager	
Feedback Completed	Request Not Sent
0	0
Awaiting Reply	
1	

3. Employee completes self evaluation

3. Employee Completes Self Evaluation

1. Select **Me** to display your employee functions.
2. Click the **Performance** icon.



Note: Connect displays the current task to be completed and where you are in the overall evaluation process.

3. Click **Annual Evaluation with Feedback**.

Review Period
Annual Review Period

Performance Documents

All

Annual Evaluation with Feedback

Current Task

Staff Self-Evaluation
Manager Evaluation of Workers

Task Completion

1 / 7

All Tasks

☒ Set Goals
☒ Staff Self-Evaluation
☒ Manager Evaluation of Workers
☐ Manager Share Performance Document
☐ Staff Reviews and Acknowledges Performance Document
☐ Staff Share input
☐ Manager Provide Final Feedback

4. Click the **Edit** and **Evaluate** buttons to complete each section of the annual evaluation.

Document Details

Overall Summary

Edit

Employee Rating

☆ ☆ ☆ ☆ ☆

Employee Comments

Show Additional Info

Evaluation Topics

Performance Goals

0 of 1 rated | 0 of 1 commented

Employee Rating

☆ ☆ ☆ ☆ ☆

Employee Comments

Evaluate

Competencies

0 of 8 rated | 0 of 8 commented

Employee Rating

☆ ☆ ☆ ☆ ☆

Employee Comments

Evaluate

3. Employee Completes Self Evaluation

5. Select your overall **Employee Rating**.

6. Enter **Comments** to support your rating.

Note: Comments are encouraged but not required.

7. Click the **Save** button.

8. Click the **Evaluate** button to evaluate your performance goals.

Overall Summary

Save Cancel

Employee Rating

★★★★☆ | Exceeds Standards

Employee Comments

Tahoma 2 B I U [List Icons]

I had a great year but need to improve on my customer service skills.

Overall Summary Edit

Employee Rating

★★★★☆ | Exceeds Standards

Employee Comments

I had a great year but need to improve on my customer service skills.

Show Additional Info

Evaluation Topics

Performance Goals

0 of 1 rated | 0 of 1 commented

Employee Rating

☆☆☆☆

Employee Comments

Evaluate

9. Complete each **Rating** and the **Summary Rating** for the Performance Goals.

Note: Comments are encouraged but not required.

Employee Rating

★

★

★

★

★

☆

Exceeds Standards

Employee Comments

Tahoma

2

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✂

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↷

✍

Completed CPR training and passed the exam

Show Additional Info

Summary

Employee Rating

★

★

★

★

★

☆

Exceeds Standards

Employee Comments

Tahoma

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☰

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✂

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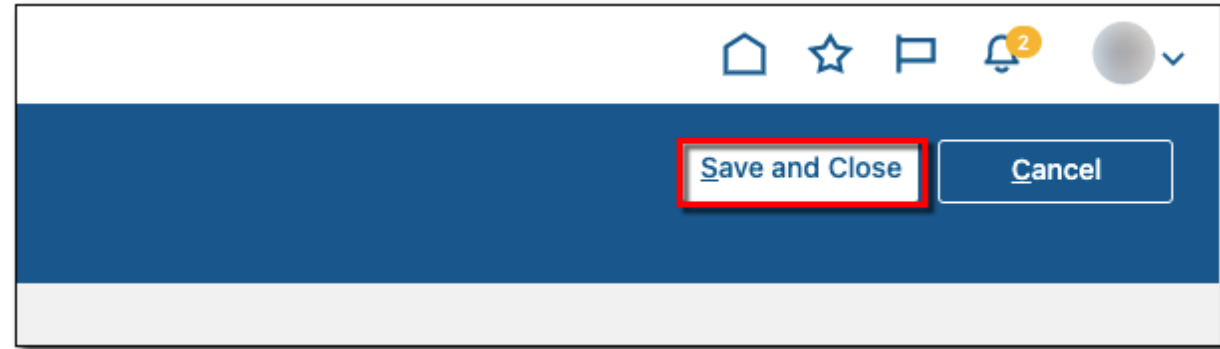
↷

✍

I met all my performance goals

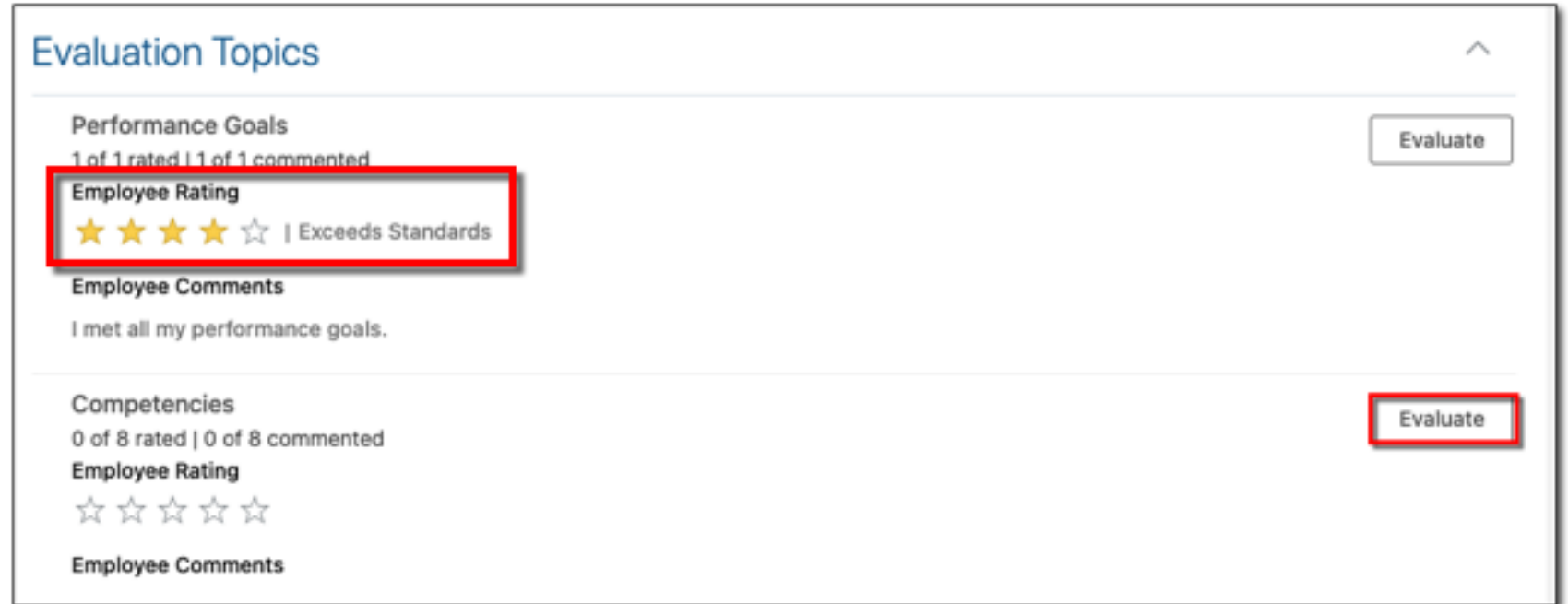
3. Employee Completes Self Evaluation

10. When finished, click **Save and Close**.



Note: The completed ratings are displayed.

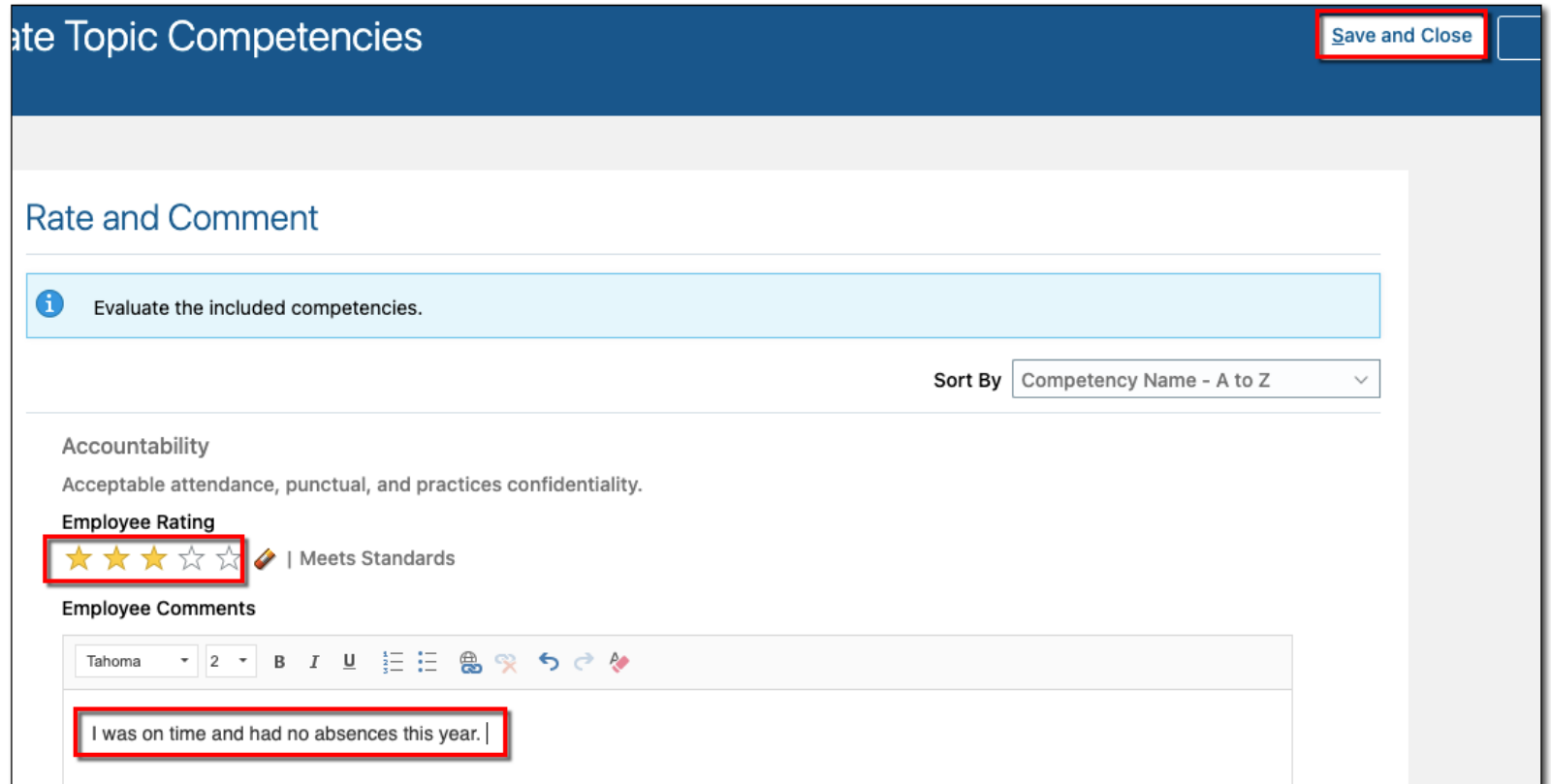
11. Click the **Evaluate** button for the **Competency** ratings.



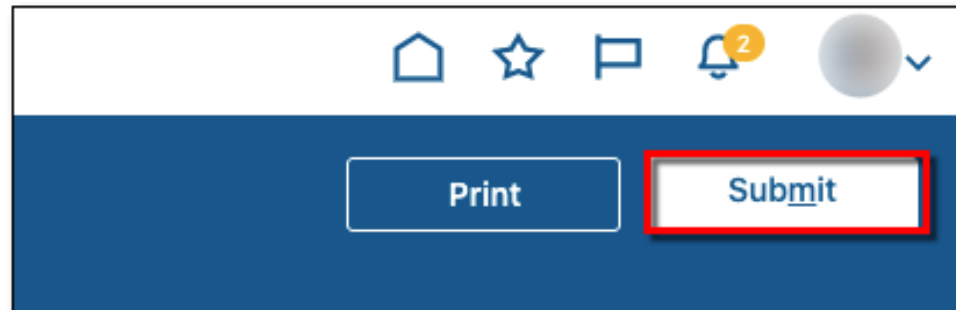
A screenshot of the 'Evaluation Topics' form. The form is divided into two main sections: 'Performance Goals' and 'Competencies'.
 In the 'Performance Goals' section, it shows '1 of 1 rated | 1 of 1 commented'. Below this, the 'Employee Rating' is displayed as four yellow stars followed by one grey star, with the text 'Exceeds Standards' to the right. This entire rating area is highlighted with a red rectangular box. Below the rating is the 'Employee Comments' field with the text 'I met all my performance goals.' To the right of this section is an 'Evaluate' button.
 In the 'Competencies' section, it shows '0 of 8 rated | 0 of 8 commented'. Below this, the 'Employee Rating' is displayed as five grey stars. Below the stars is the 'Employee Comments' field. To the right of this section is another 'Evaluate' button, which is highlighted with a red rectangular box.

12. Complete each **Rating** and the **Summary Rating** for Competencies.

13. When finished, click **Save and Close**.



14. Click the **Submit** button.



Note: When finished, Connect will display the **Current Task**, number of **Tasks Completed**, and where you are in the overall process.

Review Period
Annual Review Period

Performance Documents

All

Annual Evaluation with Feedback

Current Task
Manager Evaluation of Workers

Task Completion
2 / 7

All Tasks

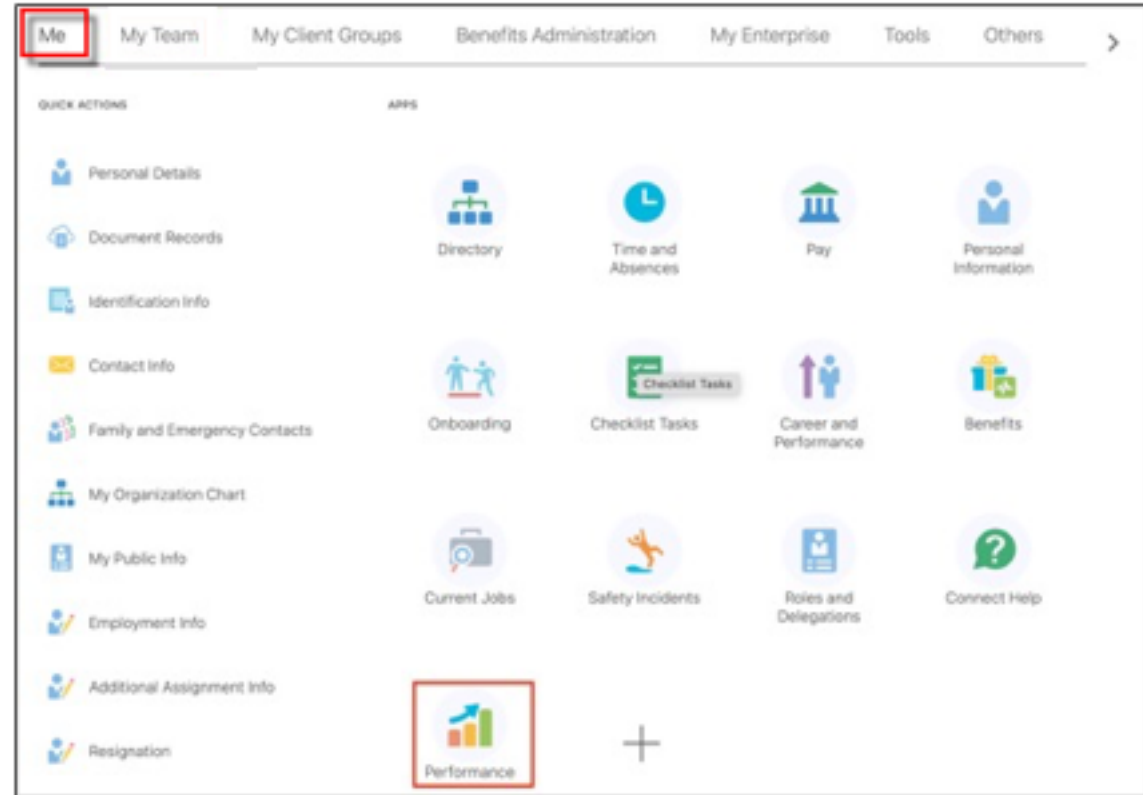
- ✓ Set Goals
- ✓ Staff Self-Evaluation
- ➔ Manager Evaluation of Workers
- Manager Share Performance Document
- Staff Reviews and Acknowledges Performance Document
- Staff Share input
- Manager Provide Final Feedback

4. Feedback Participant evaluates employee

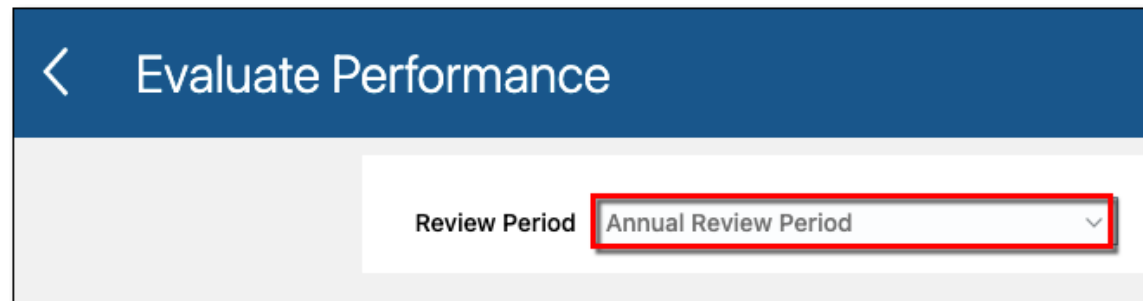
4. Feedback Participant Evaluates Employee

Note: The feedback participant will receive an email and in application notification of the Request to provide feedback.

1. Click **Me** to display your employee functions.
2. Click the **Performance** icon.



3. Select **Annual Review Period**.



4. Feedback Participant Evaluates Employee

4. On the Performance page in the **Participant Feedback for Others** section, click **Annual Evaluation with Feedback** for the employee.

Review Period
Annual Review Period

Anytime Documents
+ Add

All

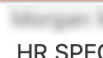
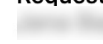

There's nothing here so far.

Participant Feedback for Others

Pending



Annual Evaluation with Feedback


Morgan McAllister
HR SPECIALIST SR
Requested By


Not Started
Due 10/15/21
Participant Role
Dotted Line Manager

4. Feedback Participant Evaluates Employee

Note: The **Employee Ratings** are displayed for each goal and competency.

- Click the **Edit** and **Evaluate** buttons to complete each section of the employee's annual evaluation.

Overall Summary

Edit

Participant Rating

☆☆☆☆☆

Participant Comments

Show Additional Info

Evaluation Topics

Performance Goals

0 of 1 rated | 0 of 1 commented

Participant Rating

☆☆☆☆☆

Participant Comments

Evaluate

Competencies

0 of 8 rated | 0 of 8 commented

Participant Rating

☆☆☆☆☆

Participant Comments

Evaluate

4. Feedback Participant Evaluates Employee

6. Select the overall **Participant Rating**.

7. Enter **Comments** to support your rating.

Note: Comments are encouraged but not required.

8. Click the **Save** button.

Overall Summary

Save

Cancel

Participant Rating

★ ★ ★ ★ ☆

| Exceeds Standards

Participant Comments

Tahoma 2 B I U

↶ ↷

Great progress! Keep it up!

Paragraphs: 1, Words: 5, Characters (with HTML): 27

9. Click the **Evaluate** button to evaluate the employee's performance goals.

Performance Goals

0 of 1 rated | 0 of 1 commented

Participant Rating

☆ ☆ ☆ ☆ ☆

Participant Comments

Evaluate

4. Feedback Participant Evaluates Employee

10. Complete each **Rating** and the **Summary Rating** for the Performance Goals.

Note: Comments are encouraged but not required.

Test Goal

Status

Completed

Participant Rating

★

★

★

★

★

☆

✎

Exceeds Standards

Participant Comments

Tahoma

2

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Completed this goal on time.

Paragraphs: 1, Words: 5, Characters (with HTML): 28

Show Additional Info

Summary

Participant Rating

★

★

★

★

★

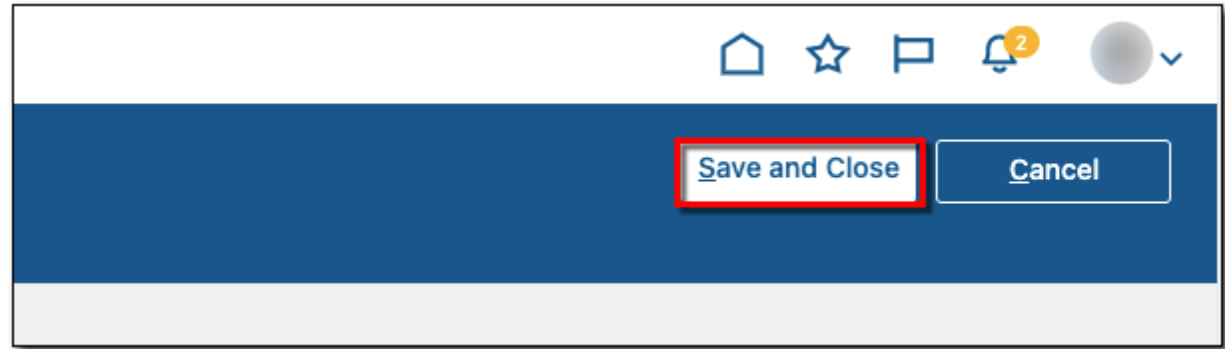
★

✎

Outstanding

4. Feedback Participant Evaluates Employee

11. When finished, click **Save and Close**.



12. Click the **Evaluate** button for the **Competency** ratings.



13. Complete each **Rating** and the **Summary Rating** for Competencies.

Note: Comments are encouraged but not required.

14. When finished, click **Save and Close**.

15. Click the **Submit** button.

Rate and Comment

i Evaluate the included competencies.

Sort By Competency Name - A to Z

Accountability

Acceptable attendance, punctual, and practices confidentiality.

Participant Rating

★ ★ ★ ★ ☆
| Exceeds Standards

Participant Comments

Tahoma 2
 B *I* U

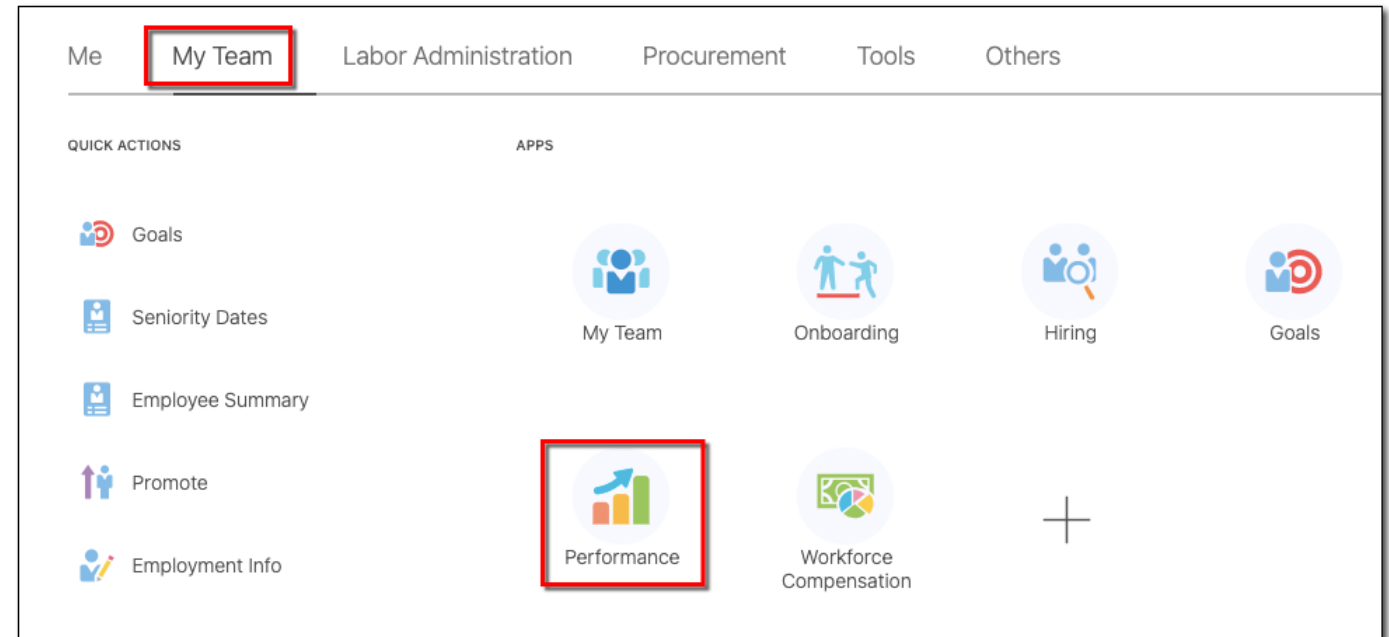
Great Job!

Print

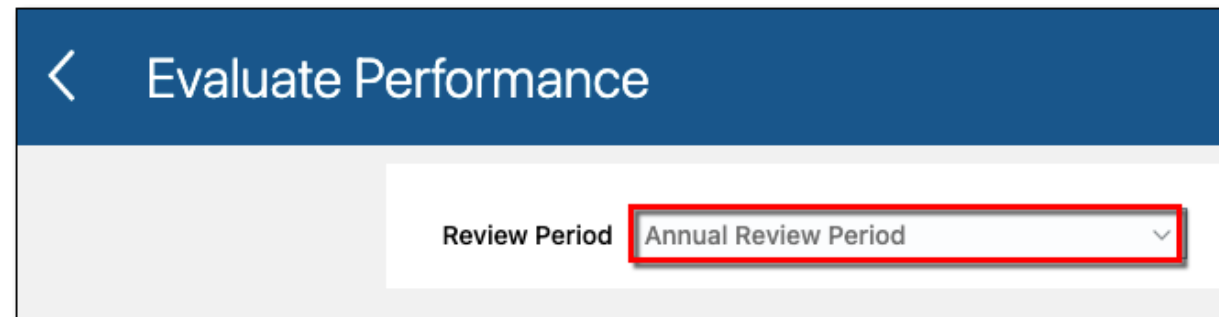
Submit

5. Manager evaluates employee

1. Click **My Team** to display your manager functions.
2. Click the **Performance** icon.



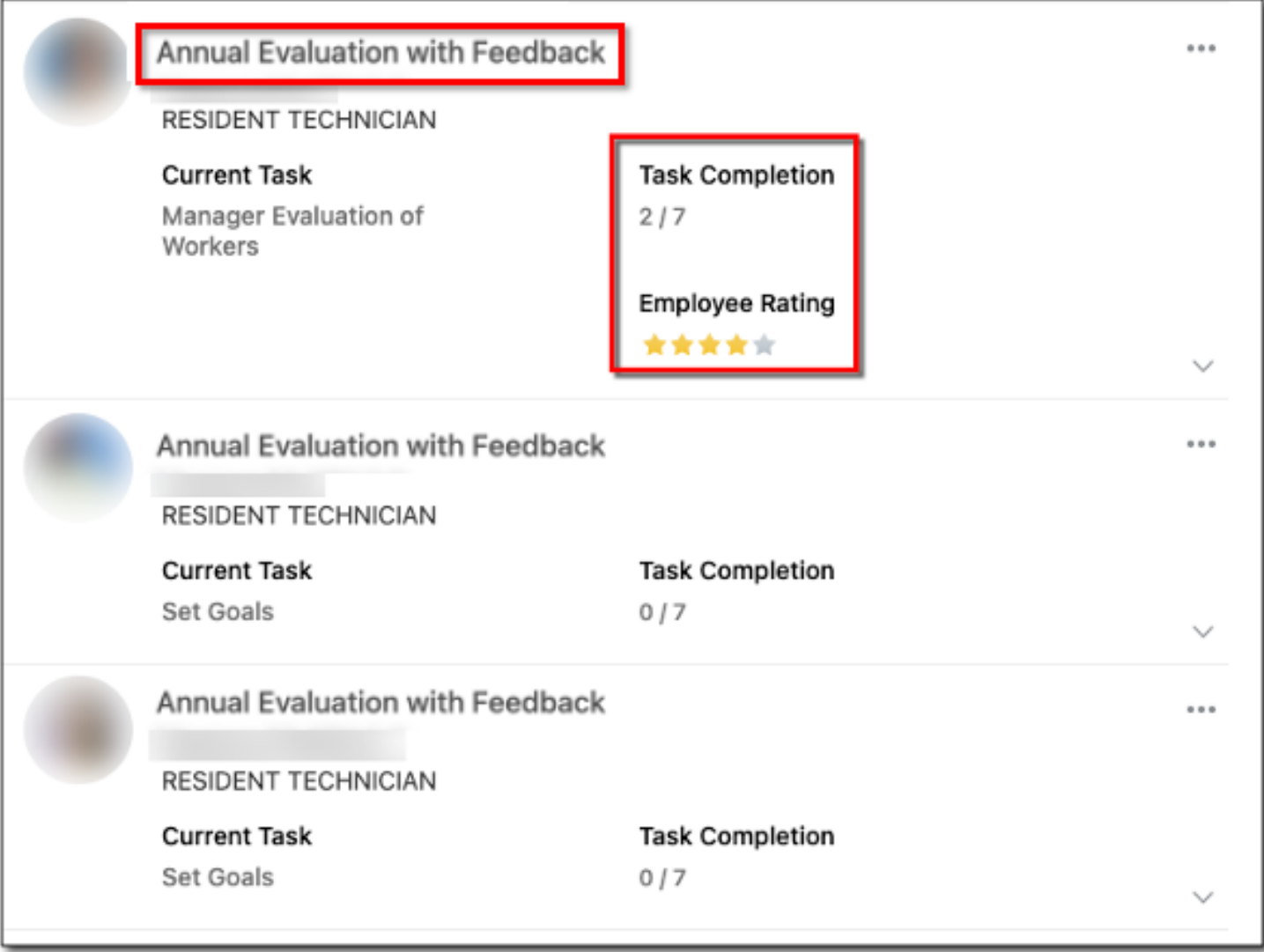
3. Select **Annual Review Period**.



4. Use the **Search Person** field, **filters**, or **scroll** to locate the employee who is being evaluated.

Note: In this example, the **Task Completion** is 2 of 7 and the **Employee Rating** is displayed.

5. Click **Annual Evaluation with Feedback** for the desired employee.



Employee Profile	Current Task	Task Completion	Employee Rating
 Annual Evaluation with Feedback RESIDENT TECHNICIAN	Manager Evaluation of Workers	2 / 7	★★★★★
 Annual Evaluation with Feedback RESIDENT TECHNICIAN	Set Goals	0 / 7	
 Annual Evaluation with Feedback RESIDENT TECHNICIAN	Set Goals	0 / 7	

Note: The **Employee Ratings** are displayed for each goal and competency.

6. Click the **Edit** and **Evaluate** buttons to complete each section of the employee's annual evaluation.

Overall Summary

Edit

Manager Rating

☆☆☆☆☆

Employee Rating

★★★★☆ | Exceeds Standards

Manager Comments

Employee Comments

I had a great year but need to improve on my customer service skills.

Show Additional Info

Evaluation Topics

Performance Goals

0 of 1 rated | 0 of 1 commented

Manager Rating

☆☆☆☆☆

Employee Rating

★★★★☆ | Exceeds Standards

Manager Comments

Employee Comments

I met all my performance goals.

Evaluate

Competencies

0 of 8 rated | 0 of 8 commented

Manager Rating

☆☆☆☆☆

Employee Rating

★★★★☆ | Exceeds Standards

Manager Comments

Evaluate

7. Select the overall **Manager Rating**.

8. Enter **Comments** to support your rating.

Note: Comments are encouraged not required.

9. Click the **Save** button.

10. Click the **Evaluate** button to evaluate the employee's performance goals.

Overall Summary

Save Cancel

Manager Rating
★★★★★ | Exceeds Standards

Employee Rating
 ★★★★★ | Exceeds Standards

Manager Comments

Tahoma 2 B I U | Icons

You had a great year. Keep up the good work.

Paragraphs: 1, Words: 10, Characters (with HTML): 44

Employee Comments

I had a great year but need to improve on my customer service skills.

Evaluation Topics

Performance Goals
 0 of 1 rated | 0 of 1 commented

Manager Rating
 ☆☆☆☆☆

Employee Rating
 ★★★★★ | Exceeds Standards

Manager Comments

Employee Comments
 I met all my performance goals.

Evaluate

11. Complete each **Rating** and the **Summary Rating** for the Performance Goals.

Note: Comments are encouraged but not required.

Become certified in CPR

Become certified in CPR

Status

Not started

Manager Rating

★ ★ ★ ★ ☆

✎ | Exceeds Standards

Employee Rating

★ ★ ★ ★ ☆

| Exceeds Standards

Manager Comments

Tahoma 2 B I U

Training was completed and certification was obtained.

Paragraphs: 1, Words: 7, Characters (with HTML): 54

Employee Comments

Completed CPR training and passed the exam on my first try.

Show Additional Info

Summary

Manager Rating

★ ★ ★ ★ ☆

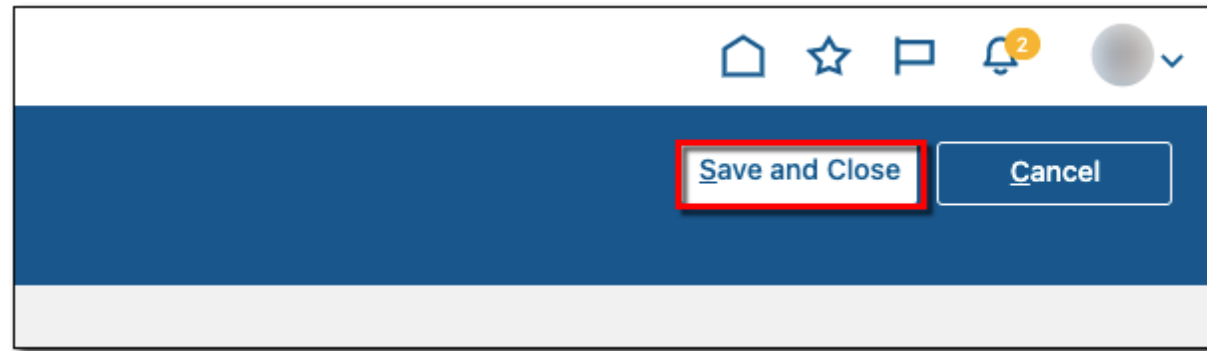
✎ | Exceeds Standards

Employee Rating

★ ★ ★ ★ ☆

| Exceeds Standards

12. When finished, click **Save and Close**.



13. Click the **Evaluate** button for the **Competency** ratings.

Competencies

0 of 8 rated | 0 of 8 commented

Manager Rating

☆☆☆☆☆

Manager Comments

Employee Comments

Exceeded expectations.

Employee Rating

★★★★☆ | Exceeds Standards

Evaluate

15. When finished, click **Save and Close**.

16. Click the **Submit** button.



The screenshot shows the top navigation bar of the Canvas LMS interface. It includes icons for Home, Favorites, Flags, Notifications (with a badge showing '2'), and a profile picture with a dropdown arrow. Below the navigation bar, there are two buttons: 'Print' and 'Submit'. The 'Submit' button is highlighted with a red rectangle.

Note: When finished, Connect will display the **Current Task**, number of **Tasks Completed**, and where you are in the overall process.

Note: You can click the **up/down arrow** to minimize or maximize this view.



Annual Evaluation with Feedback
RESIDENT TECHNICIAN

Current Task Manager Share Performance Document	Task Completion 3 / 7
Manager Rating ★★★★★	Employee Rating ★★★★★

All Tasks

- ✓ Set Goals
- ✓ Staff Self-Evaluation
- ✓ Manager Evaluation of Workers
- ➔ Manager Share Performance Document
- Staff Reviews and Acknowledges Performance Document
- Staff Share input
- Manager Provide Final Feedback

^

6. Manager shares evaluation with employee

Prior to sharing the document, the Manager can review participant feedback and employee's self-evaluation

1. Locate the employee whose evaluation is being shared and click **1 of 1 participants responded**.



Annual Evaluation with Feedback

Manager: [Redacted]

HR SPECIALIST SR

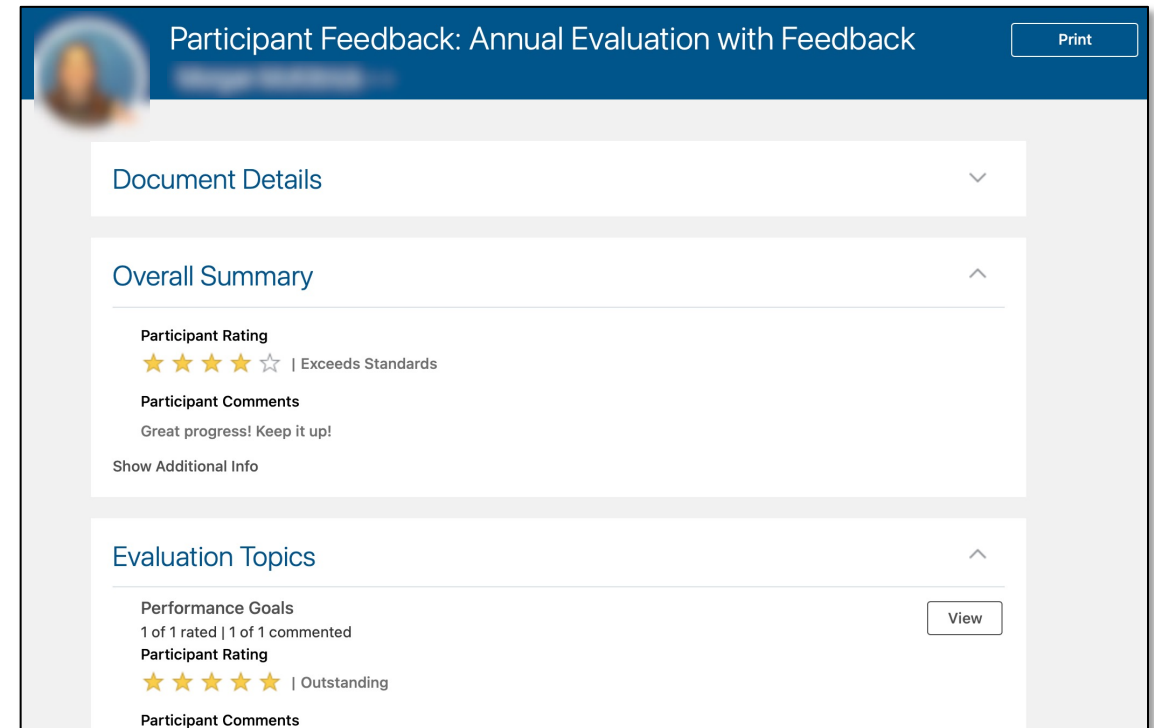
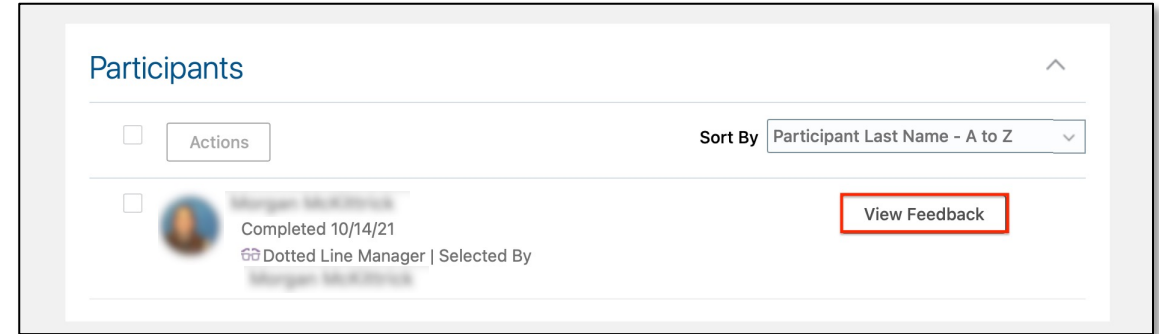
1 of 1 participants responded

Current Task Manager Shares Performance Document	Task Completion 3 / 7
Manager Rating ★★★★★	Employee Rating ★★★★★

All Tasks

- ✓ Set Goals
- ✓ Staff Self-Evaluation |
- ✓ Manager Evaluation of Workers
- ➔ Manager Shares Performance Document
- Staff Reviews and Acknowledges Evaluation
- Staff Shares Input
- Manager Provides Final Feedback

2. Select **View Feedback** and review the participant's evaluation for the selected employee.
3. Return to the **Team Evaluation** page.



6. Manager Shares Evaluation with Employee

Note: You can share your evaluation with the employee as soon as the previous step was completed or at a later date. The employee will only be able to see the Feedback Participant's evaluation once the Manager shares.

4. In either scenario, locate the employee whose evaluation is being shared, and click **Annual Evaluation with Feedback**.



Annual Evaluation with Feedback

RESIDENT TECHNICIAN

Current Task

Manager Share Performance Document

Task Completion

3 / 7

Manager Rating

★★★★★

Employee Rating

★★★★★

All Tasks

✓ Set Goals

✓ Staff Self-Evaluation

✓ Manager Evaluation of Workers

→ Manager Share Performance Document

○ Staff Reviews and Acknowledges Performance Document

○ Staff Share input

○ Manager Provide Final Feedback

5. Review the annual evaluation as needed.
6. Click **Share and Release**.

Note: Share and Release locks the evaluation from further editing and shares the final version with the employee for review and to acknowledge receipt.

Note: Share and Retain allows the employee to review the evaluation but not acknowledge receipt.

Manager Share Performance Document:



Information

Share the evaluation for employee review. Retain control or release to progress to the next task.

Share and Retain

Share and Release

Document Details

Overall Summary

Manager Rating

★★★★☆ | Exceeds Standards

Manager Comments

You had a great year. Keep up the good work.

Employee Comments

I had a great year but need to improve on my customer service skills.

Show Additional Info

Employee Rating

★★★★☆ | Exceeds Standards

6. Manager Shares Evaluation with Employee

7. Enter your **Comments**.

8. Click the **Submit** button.

Note: When finished, Connect will display the **Current Task**, number of **Tasks Completed**, and where you are in the overall process.

and Release

Comments

Tahoma 2 B I U 

Please review and acknowledge receipt of this evaluation.



Annual Evaluation with Feedback

1 of 1 participants responded

HR SPECIALIST SR

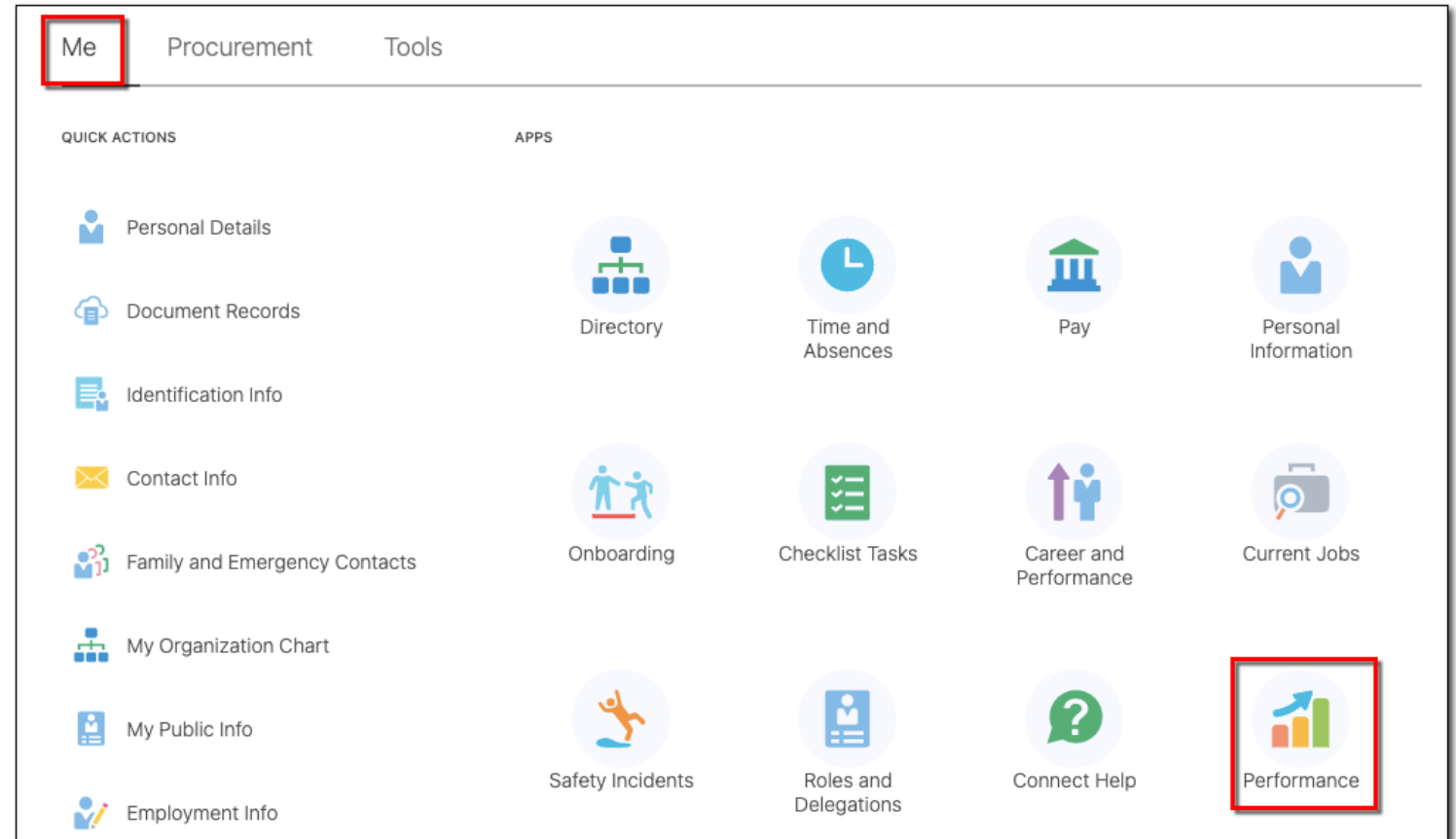
Current Task	Task Completion
Staff Reviews and Acknowledges Evaluation	4 / 7
Manager Rating	Employee Rating
★★★★★	★★★★★

All Tasks

- ✓ Set Goals
- ✓ Staff Self-Evaluation | Bypassed
- ✓ Manager Evaluation of Workers
- ✓ Manager Shares Performance Document
- ➔ Staff Reviews and Acknowledges Evaluation
- Staff Shares Input
- Manager Provides Final Feedback

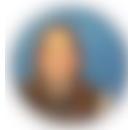
7. Employee reviews and acknowledges evaluation

1. Select **Me** to display your employee functions.
2. Click the **Performance** icon.



Note: Connect displays the current task to be completed and where you are in the overall evaluation process.

3. Click **1 of 1 participants responded**.



Annual Evaluation with Feedback



1 of 1 participants responded

HR SPECIALIST SR

Current Task

Staff Reviews and Acknowledges Evaluation

Task Completion

4 / 7

Manager Rating

★★★★★

Employee Rating

★★★★★

All Tasks

- ✓ Set Goals
- ✓ Staff Self-Evaluation | Bypassed
- ✓ Manager Evaluation of Workers
- ✓ Manager Shares Performance Document
- ➔ Staff Reviews and Acknowledges Evaluation
- Staff Shares Input
- Manager Provides Final Feedback

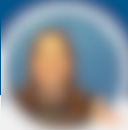
4. Select **View Feedback** and review the participant's evaluation for the selected employee.
5. Return to the **Evaluation** page.

Participants

☐ Actions

Sort By Participant Last Name - A to Z

☐  Completed 10/14/21 Dotted Line Manager Selected By Dotted Line Manager	View Feedback
--	--------------------------



Participant Feedback: Annual Evaluation with Feedback

Print

Document Details

Overall Summary

Participant Rating

★★★★☆ | Exceeds Standards

Participant Comments

Great progress! Keep it up!

Show Additional Info

Evaluation Topics

Performance Goals

1 of 1 rated | 1 of 1 commented

Participant Rating

★★★★★ | Outstanding

Participant Comments

View

6. Click **Annual Evaluation with Feedback**.



Annual Evaluation with Feedback

1 of 1 participants responded

HR SPECIALIST SR

Current Task

Staff Reviews and Acknowledges Evaluation

Task Completion

4 / 7

Manager Rating

★★★★★

Employee Rating

★★★★★

All Tasks

- ✓ Set Goals
- ✓ Staff Self-Evaluation | Bypassed
- ✓ Manager Evaluation of Workers
- ✓ Manager Shares Performance Document
- ➔ Staff Reviews and Acknowledges Evaluation
- Staff Shares Input
- Manager Provides Final Feedback

7. Review the **Summary** rating.
8. Click the **View** buttons to view manager feedback for Performance Goals and Competencies.

Overall Summary

Manager Rating

★★★★☆ | Exceeds Standards

Manager Comments

You had a great year. Keep up the good work.

Employee Comments

I had a great year but need to improve on my customer service skills.

Employee Rating

★★★★☆ | Exceeds Standards

Show Additional Info

Evaluation Topics

Performance Goals

1 of 1 rated | 1 of 1 commented

Manager Rating

★★★★☆ | Exceeds Standards

Manager Comments

Employee achieved all performance goals.

Employee Comments

I met all my performance goals.

Employee Rating

★★★★☆ | Exceeds Standards

View

Competencies

8 of 8 rated | 8 of 8 commented

Manager Rating

★★★★☆ | Exceeds Standards

Manager Comments

Employee Rating

★★★★☆ | Exceeds Standards

View

9. Review all **manager ratings** and **comments**.

10. When finished, click the **back arrow** to return to the **Acknowledgement** page.




Evaluated Topic Competencies

Ratings and Comments

Accountability

Acceptable attendance, punctual, and practices confidentiality.

Manager Rating

★
★
★
★
☆

Exceeds Standards

Employee Rating

★
★
★
☆
☆

Meets Standards

Manager Comments

Exceeds standards.

Employee Comments

I was on time and had no absences this year.

Show Additional Info

Communication

Practices effective verbal communication, written communication, non-verbal communication and customer service.

Manager Rating

★
★
★
☆
☆

Meets Standards

Employee Rating

★
★
★
☆
☆

Meets Standards

Manager Comments

Meets standards.

Employee Comments

11. Click **Acknowledge Document**.

Staff Reviews and Acknowledges Performance Document



Information
Review the evaluation details shared by your manager and acknowledge receipt.

Acknowledge Document

Document Details

Overall Summary

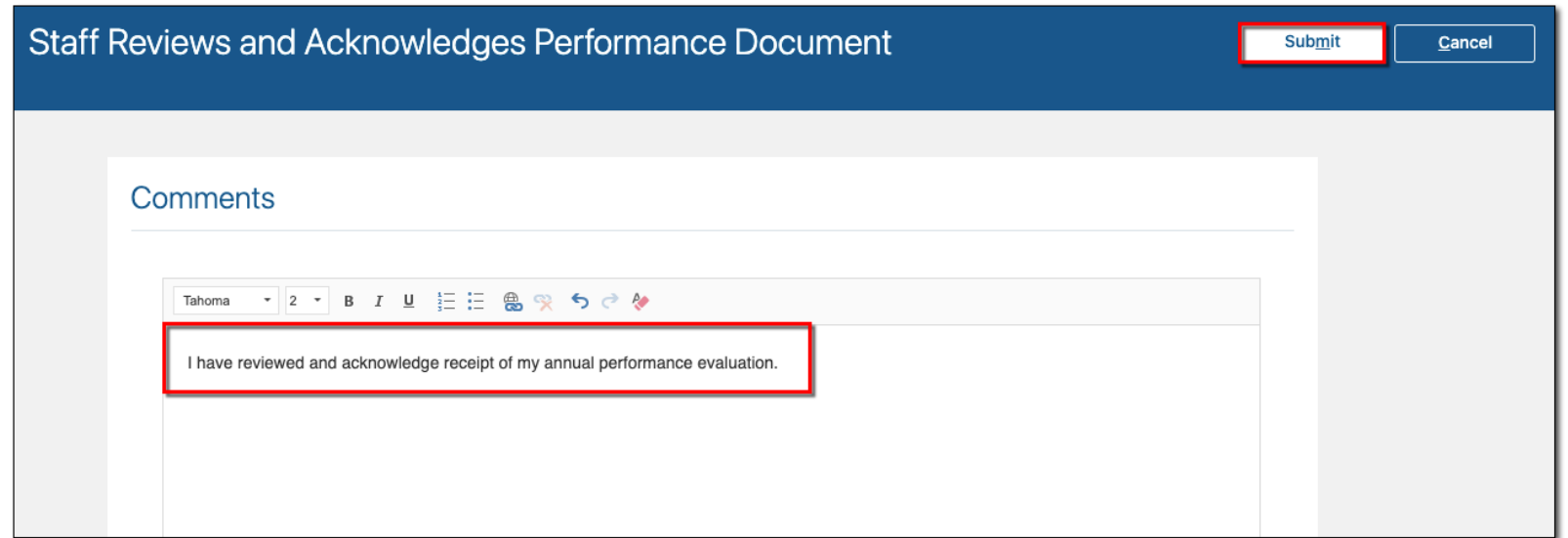
Manager Rating
★★★★☆ | Exceeds Standards
Manager Comments
You had a great year. Keep up the good work.

Employee Rating
★★★★☆ | Exceeds Standards
Employee Comments
I had a great year but need to improve on my customer service skills.

Show Additional Info

12. Enter your **Comments**.

13. Click the **Submit** button.



Staff Reviews and Acknowledges Performance Document

Submit Cancel

Comments

Tahoma 2 B I U [List Bulleted] [List Numbered] [Link] [Image] [Undo] [Redo] [Text Color]

I have reviewed and acknowledge receipt of my annual performance evaluation.

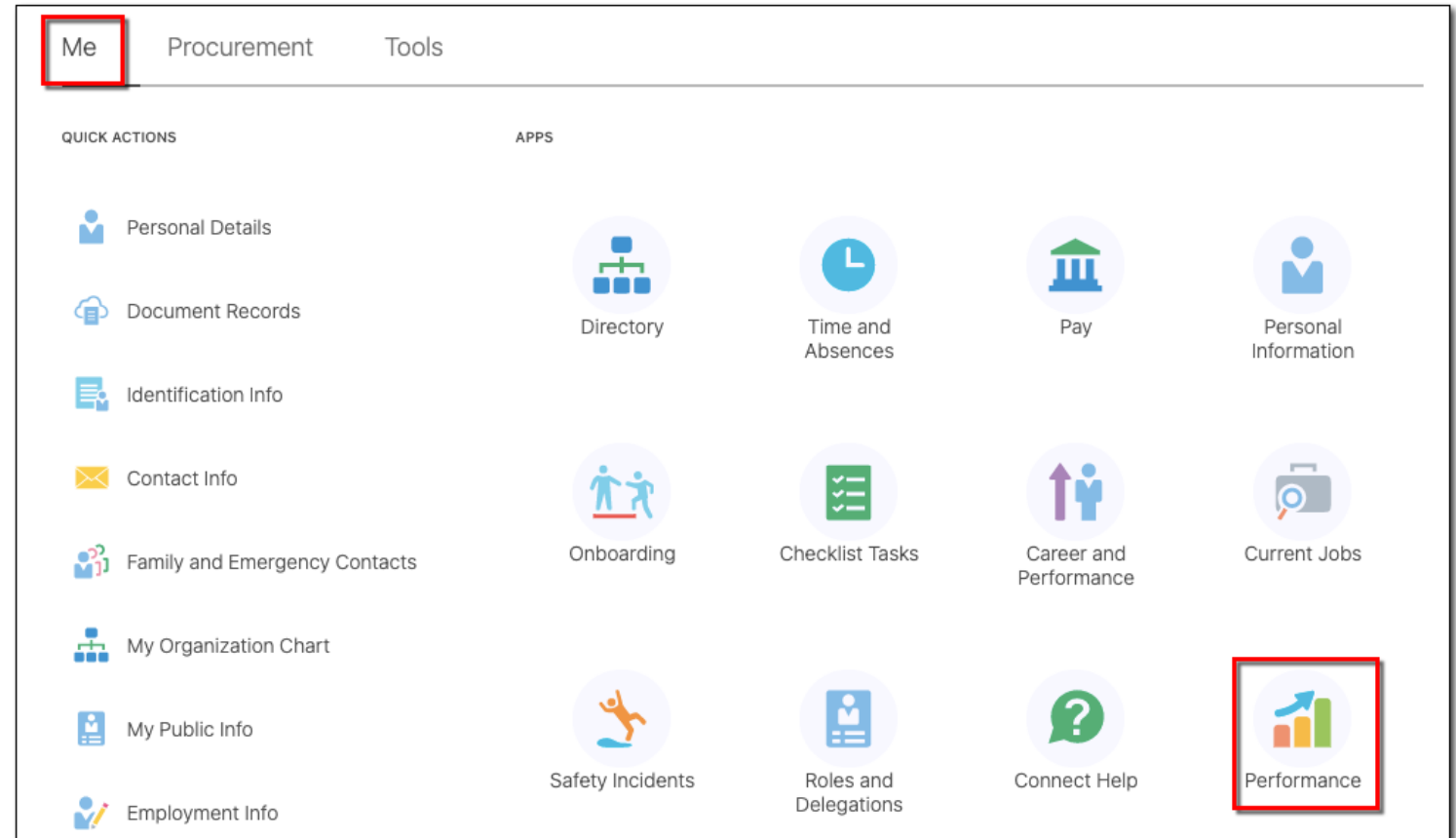
Note: After the employee acknowledges receipt of the annual evaluation with feedback with manager ratings and comments, the employee and manager will meet to discuss the evaluation in more depth. After this has occurred, the employee can add their final comments to the evaluation.

8. Employee adds final comments to evaluation after meeting with manager

8. Employee Enters Evaluation Comments

1. Select **Me** to display your employee functions.
2. Click the **Performance** icon.

Note: This is the last step in the evaluation process for the employee. Updates to the evaluation cannot be made by the employee after you enter your final evaluation comments.



Note: Connect displays the current task to be completed and where you are in the overall evaluation process.

3. Click **Annual Evaluation with Feedback**.



Annual Evaluation with Feedback

1 of 1 participants responded

HR SPECIALIST SR

Current Task

Staff Shares Input

Task Completion

5 / 7

Manager Rating

★★★★★

Employee Rating

★★★★★

All Tasks

- ✓ Set Goals
- ✓ Staff Self-Evaluation | Bypassed
- ✓ Manager Evaluation of Workers
- ✓ Manager Shares Performance Document
- ✓ Staff Reviews and Acknowledges Evaluation
- ➔ Staff Shares Input
- Manager Provides Final Feedback

8. Employee Enters Evaluation Comments

4. If applicable, click the **View** buttons to review manager ratings and comments for **Performance Goals** and **Competencies**.
5. When finished, click the **Continue** button.


Information
 Review the performance document and continue to provide any final feedback comments on your evaluation.
 Continue

Document Details

Overall Summary

Manager Rating
 | Exceeds Standards

Employee Rating
 | Exceeds Standards

Manager Comments
 You had a great year. Keep up the good work.

Employee Comments
 I had a great year but need to improve on my customer service skills.

Show Additional Info

Evaluation Topics

Performance Goals
 1 of 1 rated | 1 of 1 commented

Manager Rating
 | Exceeds Standards

Employee Rating
 | Exceeds Standards

Manager Comments
 Employee achieved all performance goals.

Employee Comments
 I met all my performance goals.

View

Competencies
 8 of 8 rated | 8 of 8 commented

Manager Rating
 | Exceeds Standards

Employee Rating
 | Exceeds Standards

Manager Comments
 Employee exceeds standards.

Employee Comments

View

8. Employee Enters Evaluation Comments

6. Enter your final **Comments** for the annual evaluation with feedback.

7. Click the **checkbox** to verify you are the employee being evaluated.

Note: The **Submit** button will not become active until the checkbox is selected.

8. Click the **Submit** button.

Staff Share input

Save and Close

Submit

Cancel

Comments

Employee Comments

Font 2 B I U

I agree with my evaluation and have no additional comments.

Paragraphs: 1, Words: 10, Characters (with HTML): 59

☒

By clicking on this box, I verify that I am

Note: When finished, Connect will display the **Current Task**, number of **Tasks Completed**, and where you are in the overall process.

Note: This is the last step in the evaluation process for the employee. Updates to the evaluation can no longer be made by the employee.

Review Period
Annual Review Period

Performance Documents

All

Annual Evaluation with Feedback
★★★★☆ | By [Name]

Current Task
Manager Provide Final Feedback

Task Completion

6 / 7

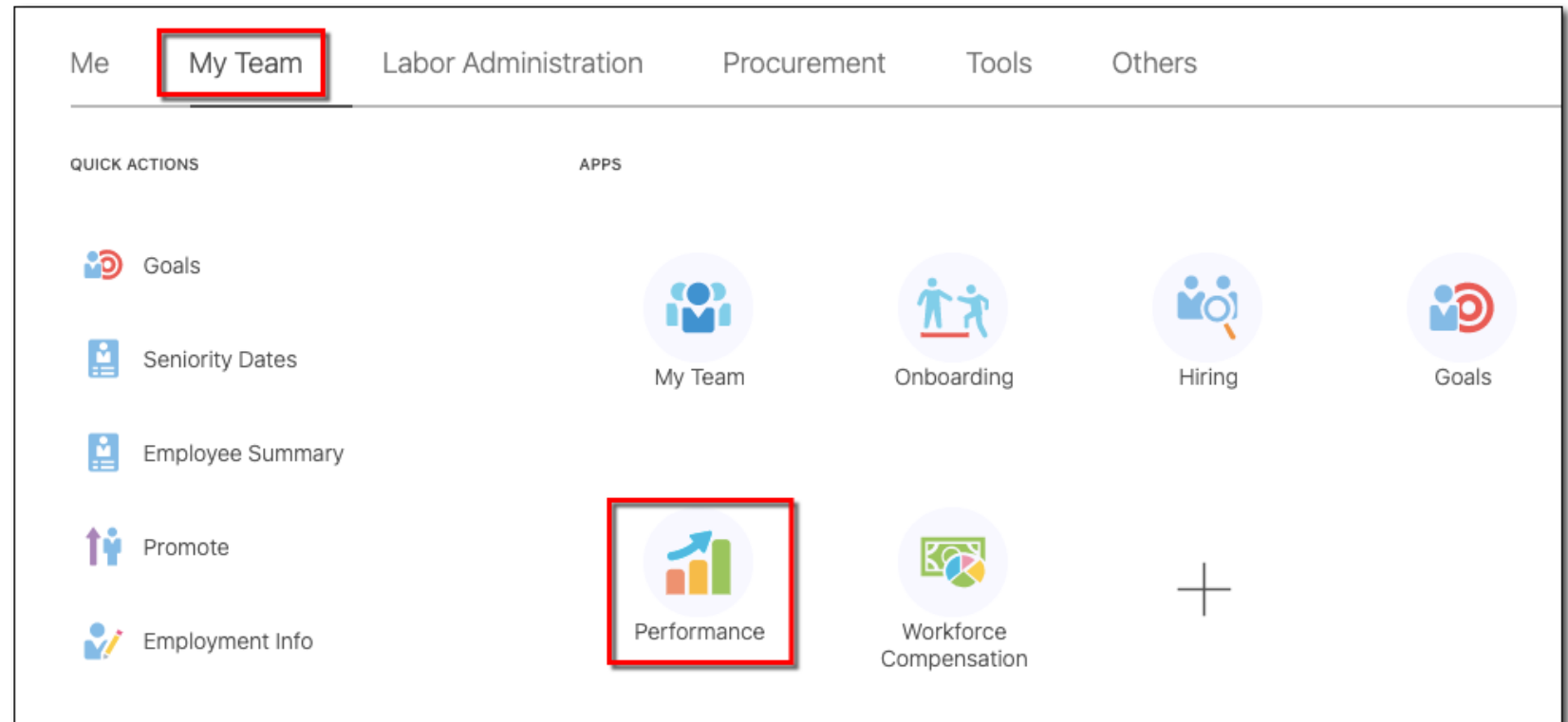
All Tasks

- ✓ Set Goals
- ✓ Staff Self-Evaluation
- ✓ Manager Evaluation of Workers
- ✓ Manager Share Performance Document
- ✓ Staff Reviews and Acknowledges Performance Document
- ✓ Staff Share input
- ➔ Manager Provide Final Feedback

**9. Manager provides final comments
after employee provides their final
comments**

1. Click **My Team** to display your manager functions.
2. Click the **Performance** icon.

Note: This is the last step in the evaluation process for the manager. Updates to the evaluation cannot be made by the manager after you enter your final evaluation comments.



3. Click **Annual Evaluation with Feedback** for the employee who is being evaluated.



Annual Evaluation with Feedback

1 of 1 participants responded

HR SPECIALIST SR

Current Task

Manager Provides Final Feedback

Task Completion

6 / 7

Manager Rating

★★★★★

Employee Rating

★★★★★

All Tasks

- ✓ Set Goals
- ✓ Staff Self-Evaluation | Bypassed
- ✓ Manager Evaluation of Workers
- ✓ Manager Shares Performance Document
- ✓ Staff Reviews and Acknowledges Evaluation
- ✓ Staff Shares Input
- ➔ Manager Provides Final Feedback

4. If applicable, click the **View** buttons to review the Performance Goals and Competencies.

Overall Summary

Manager Rating

★★★★☆ | Exceeds Standards

Manager Comments

You had a great year. Keep up the good work.

Employee Comments

I had a great year but need to improve on my customer service skills.

Show Additional Info

Employee Rating

★★★★☆ | Exceeds Standards

Evaluation Topics

Performance Goals

1 of 1 rated | 1 of 1 commented

Manager Rating

★★★★☆ | Exceeds Standards

Manager Comments

Employee achieved all performance goals.

Employee Comments

I met all my performance goals.

Competencies

8 of 8 rated | 8 of 8 commented

Manager Rating

★★★★☆ | Exceeds Standards

Manager Comments

View

Employee Rating

★★★★☆ | Exceeds Standards

View

Employee Rating

★★★★☆ | Exceeds Standards

9. Manager Provides Final Comments

5. Scroll to the bottom of the page to review the employee's **final comments**.

Final Feedback

Manager Comments

Employee Comments
I agree with my evaluation and have no additional comments.
☒ By clicking on this box, I verify that I am [Signed In](#)

6. Scroll to the top of the page and click the **Continue** button.

Manager Provide Final Feedback: Ar


Information
Review the performance document and continue to provide any final feedback comments on the employee's evaluation.

Continue

Document Details

Overall Summary

Manager Rating
★★★★☆ | Exceeds Standards

Employee Rating
★★★★☆ | Exceeds Standards

Manager Comments
You had a great year. Keep up the good work.

Employee Comments
I had a great year but need to improve on my customer service skills.

Show Additional Info

7. Enter the final **Comments** for the employee's annual evaluation with feedback.

8. Click the **Submit** button.

Note: This is the last step for the manager in the annual evaluation process.

Manager Provide Final Feedback

Save and Close
Submit
Cancel

Comments

Manager Comments

Tahoma
2
B
I
U
List
List
Link
Unlink
Undo
Redo

Employee and manager have completed the annual evaluation.

Paragraphs: 1, Words: 8, Characters (with HTML): 58

Employee Comments

I agree with my evaluation and have no additional comments.

✓ By clicking on this box, I verify that I am Taylor Parks.

9. Manager Provides Final Comments

Note: By default, the manager's **Evaluate Performance** page displays open, in-progress evaluations.

To view the employee's completed evaluation, click the **Completed** link at the bottom of the page.

^ Employees Clear

All Evaluatees
Directs Only

^ Document Type Clear

☒ Standard
☐ Anytime

^ Tasks

☐ Assigned to me

^ Assignment Type Clear

☐ Nonprimary
☒ Primary

^ Assignment Status Clear

☒ Active
☐ Inactive
☐ Suspended

^ Document Status Clear

In progress
Completed
Canceled

All Tasks
☒ Set Goals
☐ Staff Self-Evaluation
☐ Manager Evaluation of Workers
☐ Manager Share Performance Document
☐ Staff Reviews and Acknowledges Performance Document
☐ Staff Share input
☐ Manager Provide Final Feedback


Annual Evaluation with Feedback

RESIDENT TECHNICIAN

Current Task
Set Goals

Task Completion
0 / 7

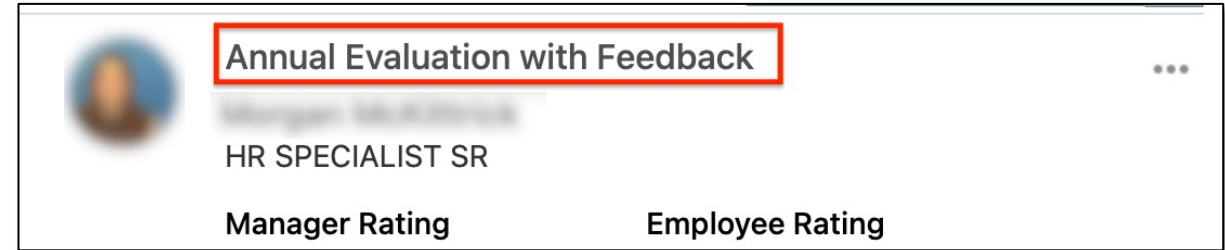

Annual Performance Review

RESIDENT TECHNICIAN

Current Task
Set Goals

Task Completion
0 / 7

9. Click **Annual Evaluation with Feedback** for the employee's completed evaluation.



Note: The employee's completed evaluation can be viewed or printed any time but not updated.

End of Procedure.

