

1. **Connect** automatically generates the annual evaluation document 30 days prior to the employee's hire date.
2. **Manager** reviews, edits, or adds performance goals for employee.
3. **Employee** completes self evaluation for individual goals and competencies.
4. **Manager** evaluates employee's goals and competencies.
5. **Manager** shares evaluation with employee.
6. **Employee** reviews and acknowledges performance evaluation.

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

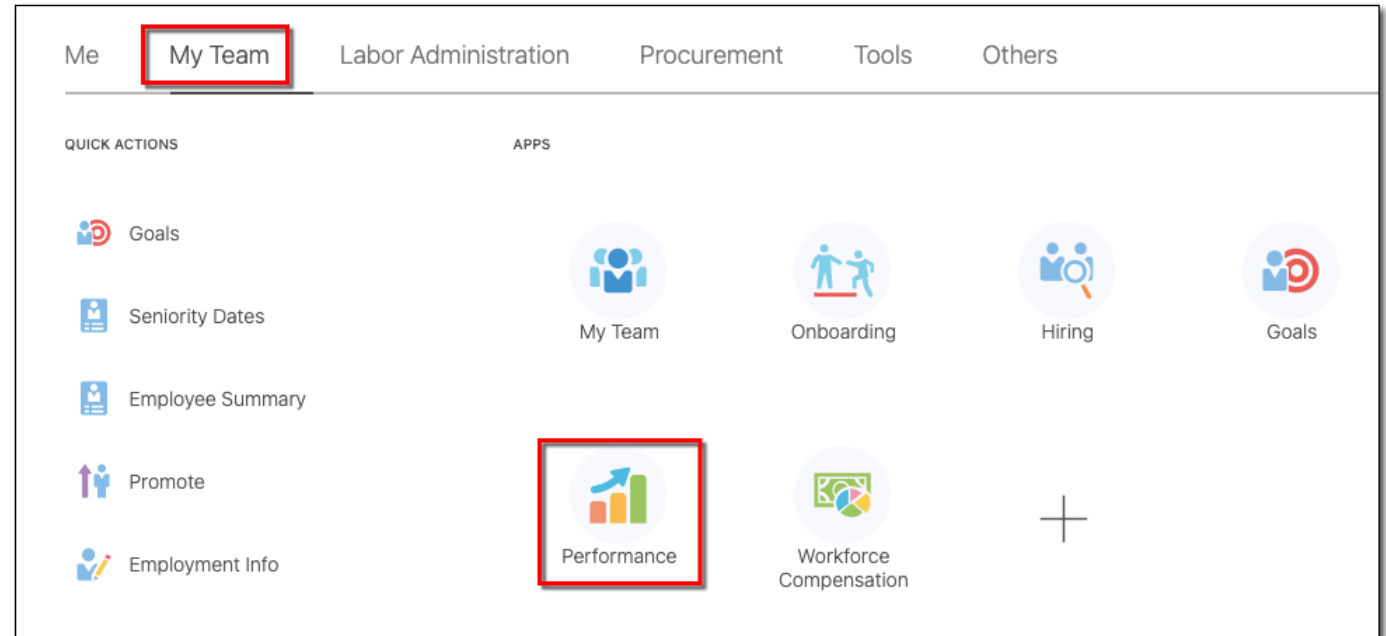
7. **Employee** enters evaluation comments.
8. **Manager** provides final comments.

Note: The annual performance evaluation is a back-and-forth process between the employee and manager. This guide illustrates the processes for both roles in sequential order to provide a complete understanding of the entire annual evaluation process.

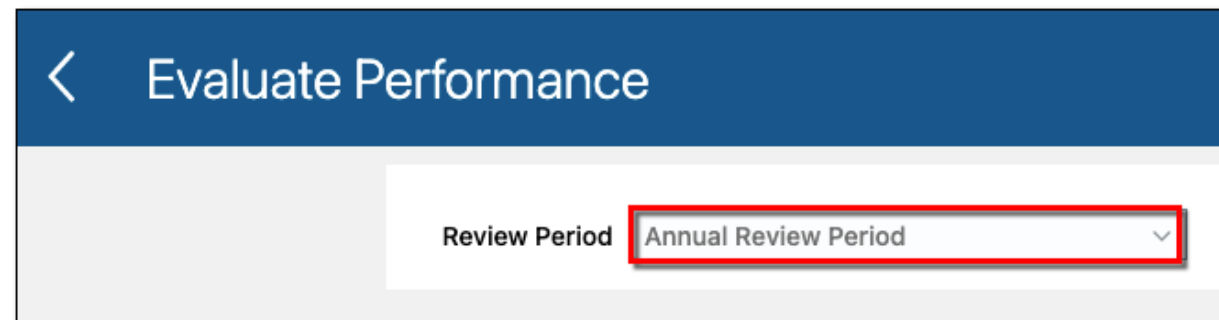
1. Manager manages performance goals

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** for the desired employee.

	Annual Evaluation ... REIMB ELIGIBILITY ASST Current Task Set Goals Task Completion 0 / 7 ▼
	Annual Evaluation ... REIMBURSEMENT ASSISTANT SR Current Task Set Goals Task Completion 0 / 7 ▼
	Annual Evaluation ... CLAIMS ASSISTANT Current Task Set Goals Task Completion 0 / 7 ▼

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

☐ ABC Goal

ABC Goal

Status

Not started

Sort By

Display Sequence

8. Enter the **Basic Info** for the goal.

Basic Info

***Goal Plan**

Employee Goal Plan

Library Goal

Select a value

***Goal Name**

Become certified in CPR

☒ Allow worker to update key attributes

Description

Become certified in CPR

***Start Date**

1/1/22

Target Completion Date

12/31/22

Category

Skill

Status

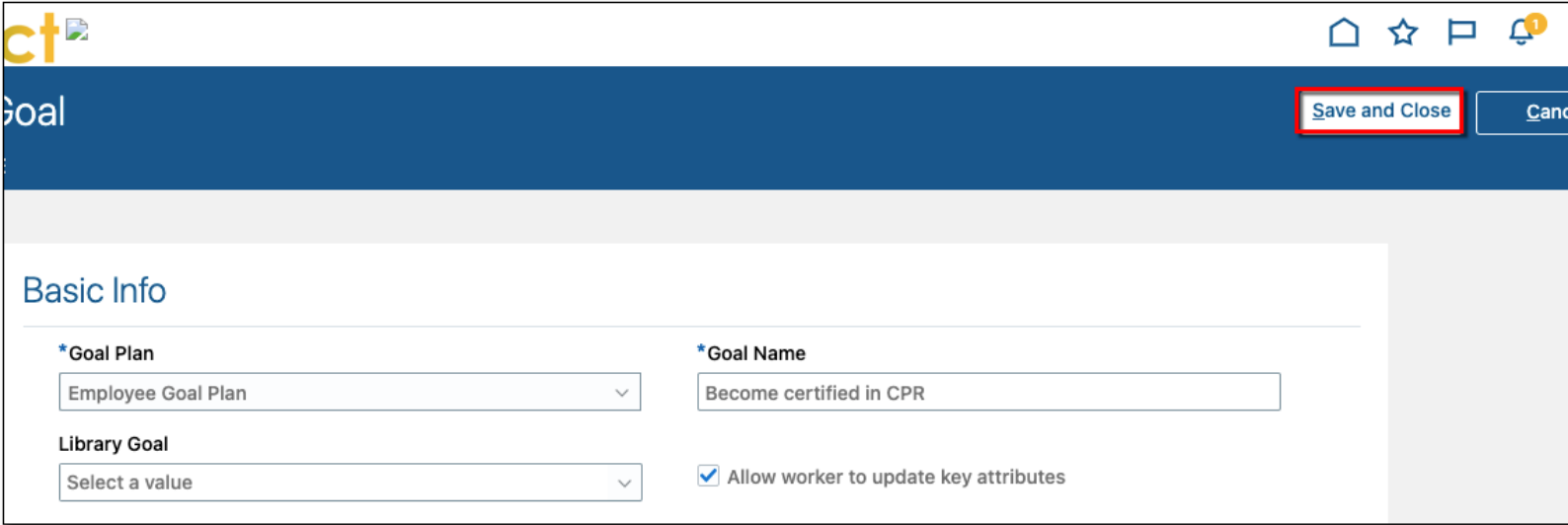
Not started

Success Criteria

Font 2 B I U

1. Manager Manages Performance Goals

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



Goal

Save and Close Cancel

Basic Info

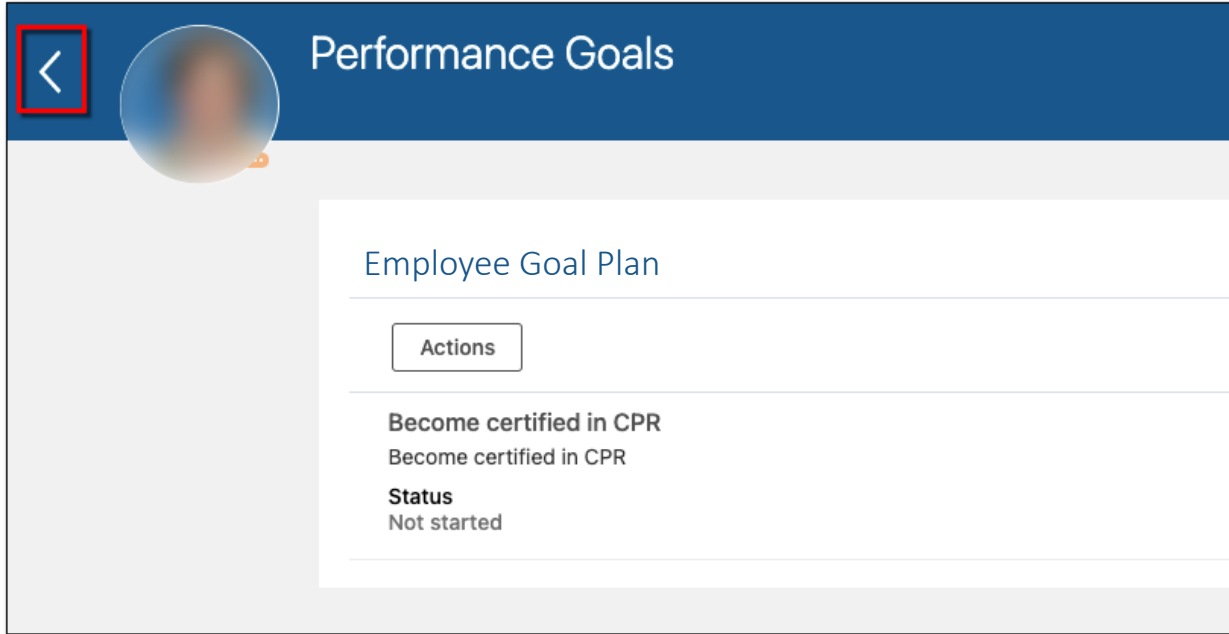
*Goal Plan
Employee Goal Plan

*Goal Name
Become certified in CPR

Library Goal
Select a value

☒ Allow worker to update key attributes

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



Performance Goals

Employee Goal Plan

Actions

Become certified in CPR
Become certified in CPR

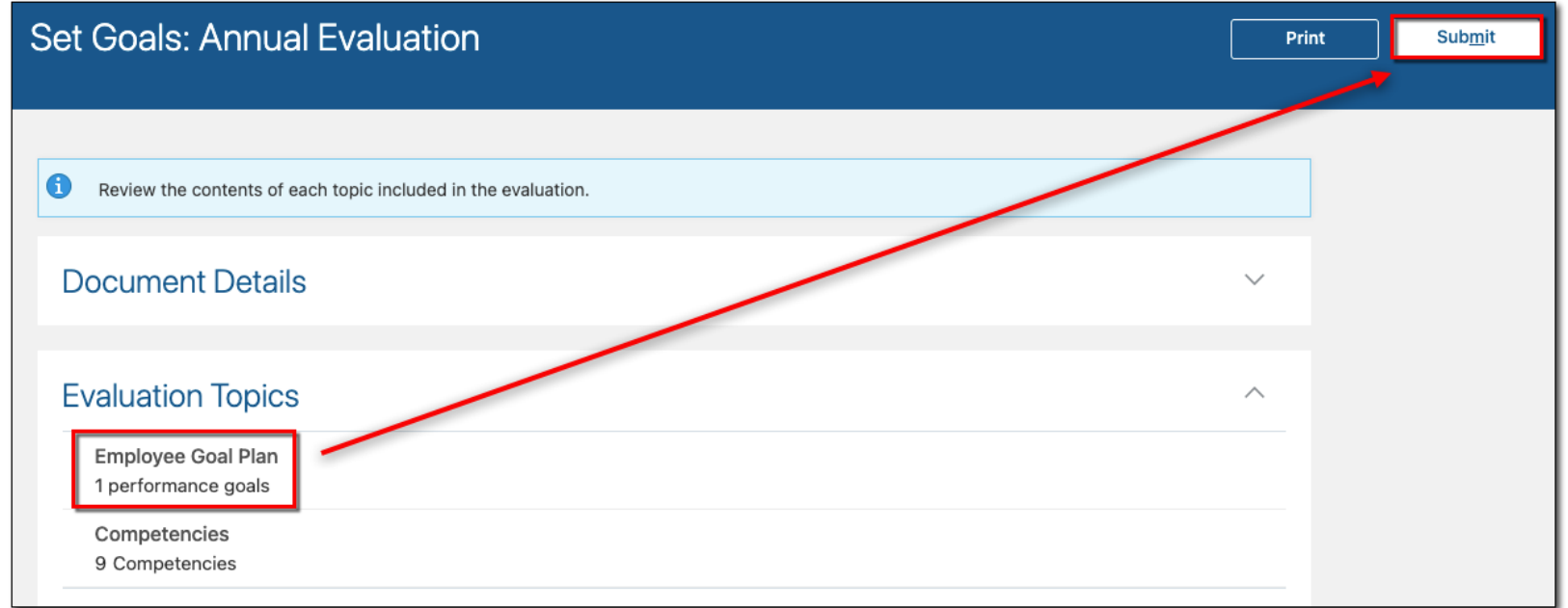
Status
Not started

1. Manager Manages Performance Goals

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

To manage goals, click **Employee Goal Plan** 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 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

RESIDENT TECHNICIAN

Current Task

Staff Self-Evaluation
Manager Evaluation of Workers

Task Completion

1 / 7





Annual Evaluation

RESIDENT TECHNICIAN

Current Task

Staff Self-Evaluation
Manager Evaluation of Workers

Task Completion

1 / 7

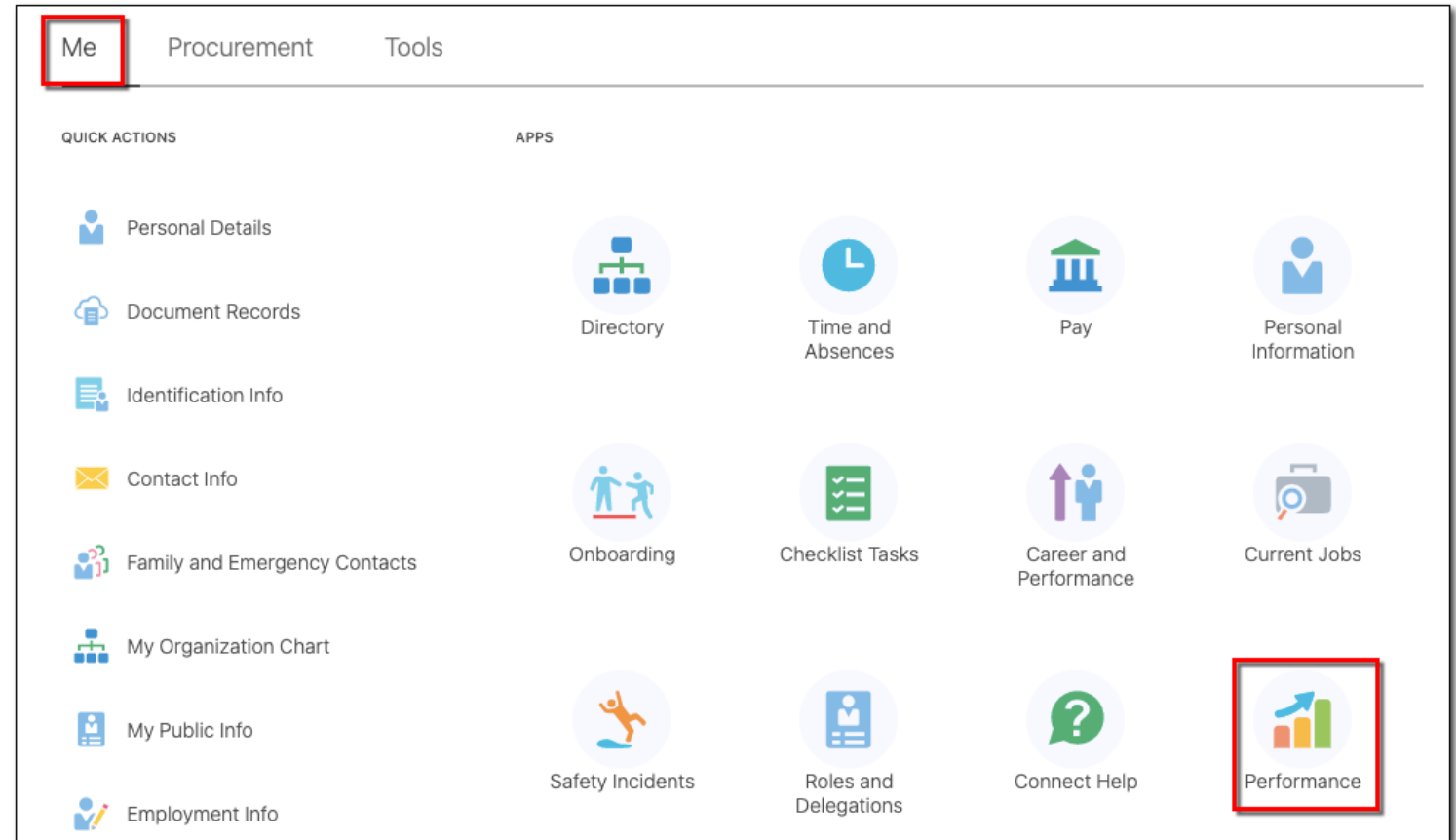
All Tasks

- ✓ 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

2. Employee completes self evaluation

2. Employee Completes Self Evaluation

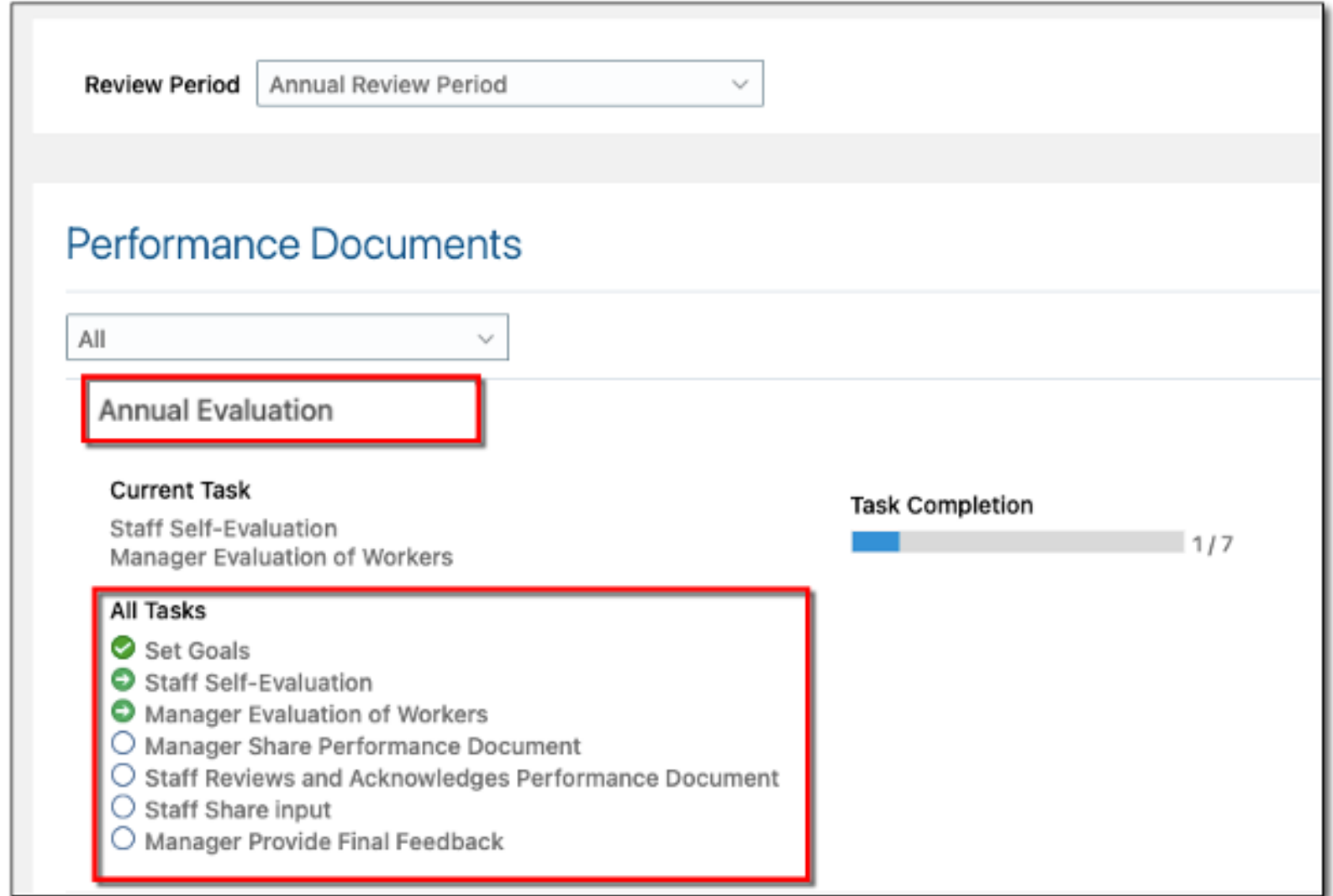
1. Select **Me** to display your employee functions.
2. Click the **Performance** icon.



2. Employee Completes Self Evaluation

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

3. Click **Annual Evaluation**.

The screenshot shows the 'Performance Documents' section of the Connect system. At the top, there is a 'Review Period' dropdown menu set to 'Annual Review Period'. Below this, the 'Performance Documents' title is displayed. A filter dropdown menu is set to 'All'. The 'Annual Evaluation' tab is highlighted with a red box. Under 'Current Task', the tasks 'Staff Self-Evaluation' and 'Manager Evaluation of Workers' are listed. To the right, a 'Task Completion' progress bar shows 1 out of 7 tasks completed. Below the current tasks, a list of 'All Tasks' is shown, with the first three tasks marked as completed with green checkmarks and the remaining four as pending with blue circles. The entire 'All Tasks' list is enclosed in a red box.

Review Period: Annual Review Period

Performance Documents

All

Annual Evaluation

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

2. 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] [Link Icon] [Image Icon] [Undo Icon] [Redo Icon] [Text Color Icon]

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 B I U

Completed CPR training and passed the exam

Show Additional Info

Summary

Employee Rating

★★★★★

| Exceeds Standards

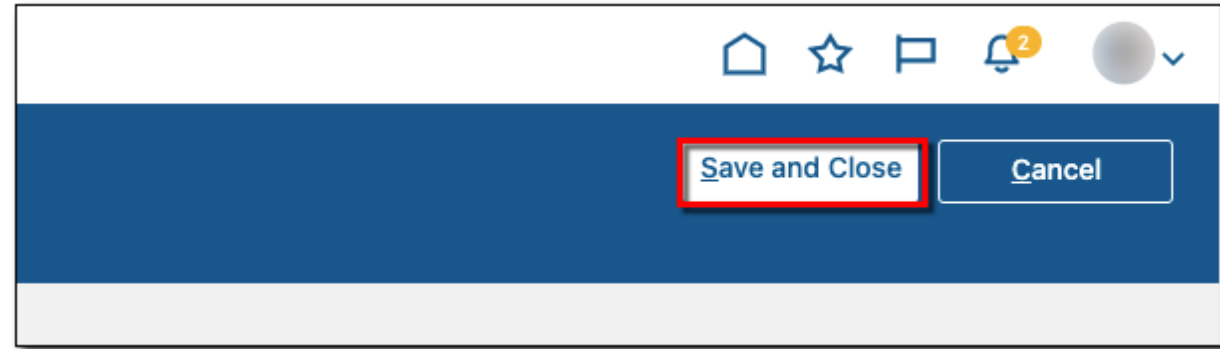
Employee Comments

Tahoma 2 B I U

I met all my performance goals

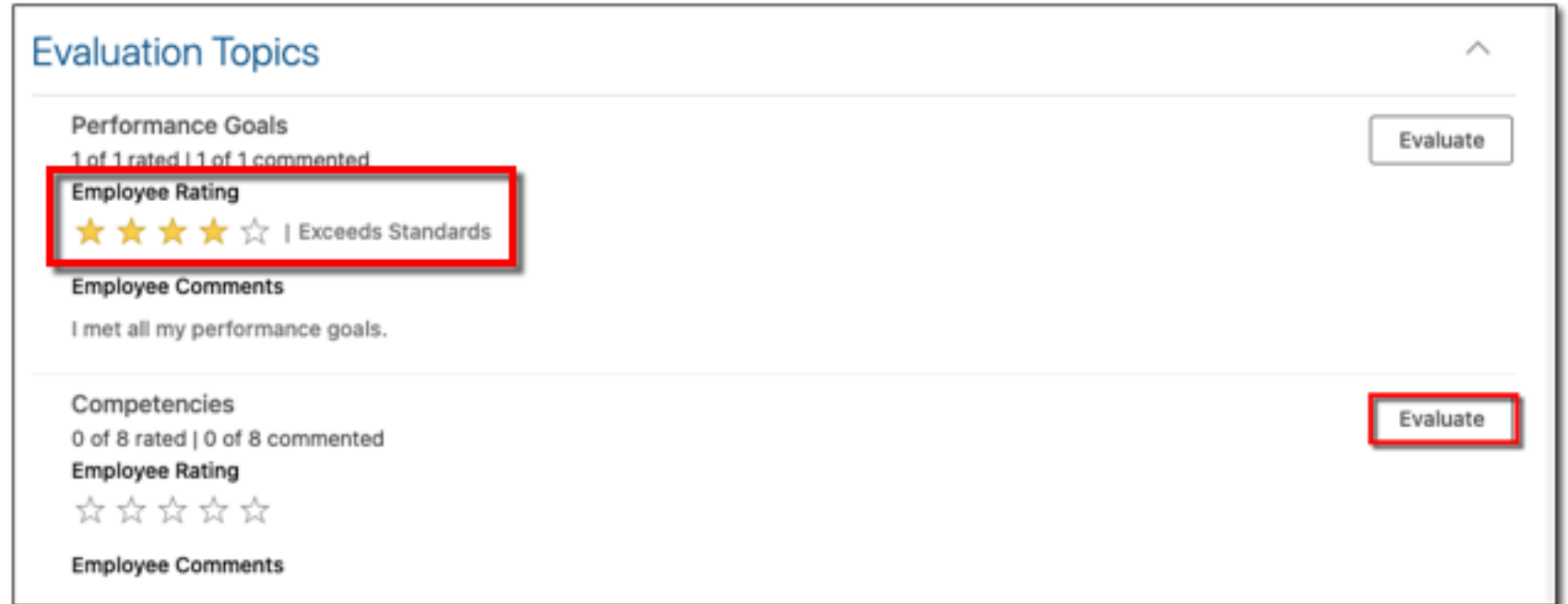
2. Employee Completes Self Evaluation

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



Note: The completed ratings are displayed.

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



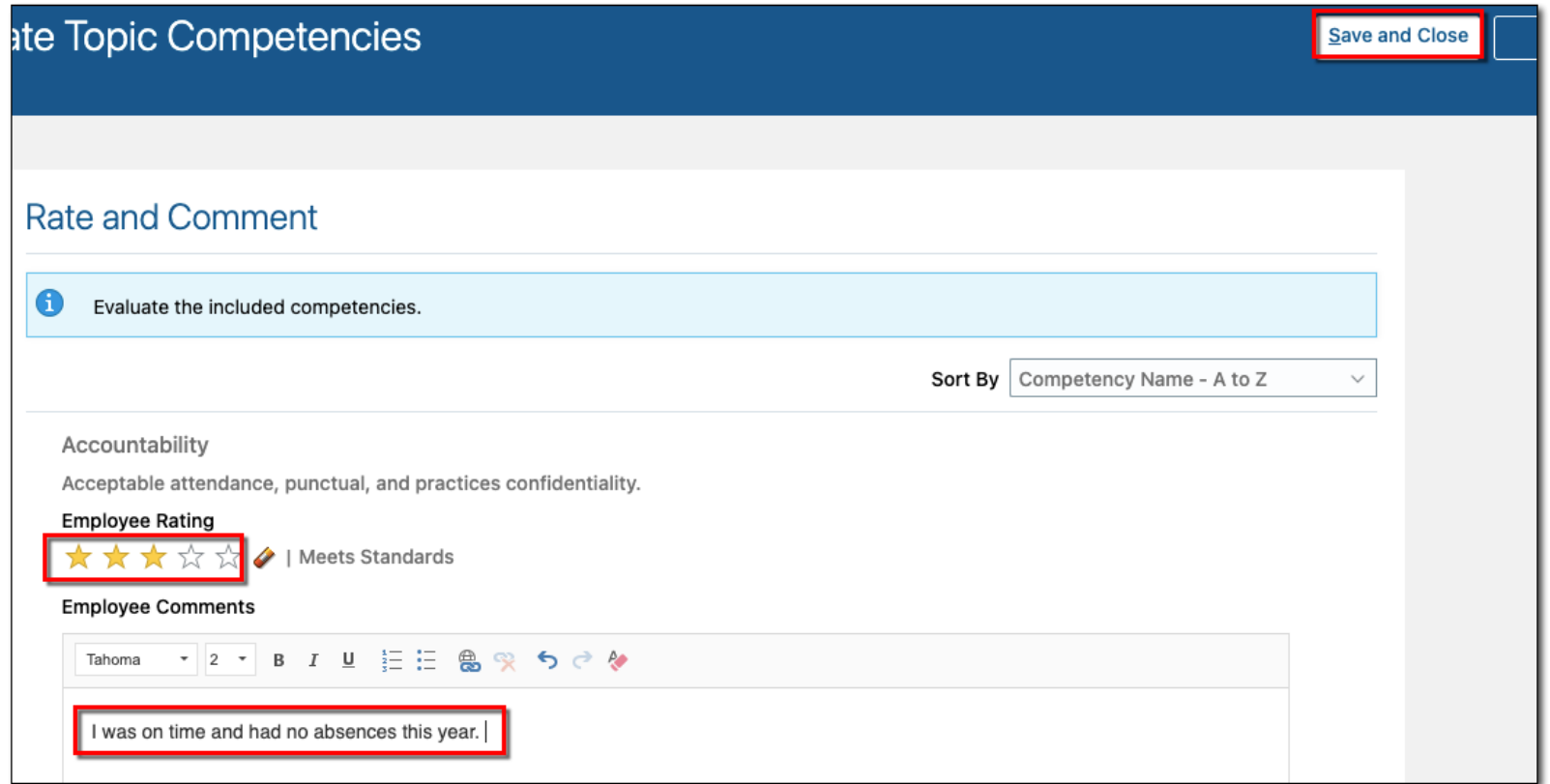
The screenshot shows the 'Evaluation Topics' form. It has a title 'Evaluation Topics' at the top left and an upward arrow icon at the top right. The form is divided into two main sections: 'Performance Goals' and 'Competencies'.
 In the 'Performance Goals' section, it says '1 of 1 rated | 1 of 1 commented'. Below this, the 'Employee Rating' is shown as four yellow stars and one grey star, followed by the text '| Exceeds Standards'. This entire rating section is enclosed in a red rectangular box. To the right of this section is an 'Evaluate' button.
 In the 'Competencies' section, it says '0 of 8 rated | 0 of 8 commented'. Below this, the 'Employee Rating' is shown as five grey stars. To the right of this section is another 'Evaluate' button, which is also enclosed in a red rectangular box.
 Below the 'Employee Rating' in the 'Competencies' section, there is a label 'Employee Comments'.

2. Employee Completes Self Evaluation

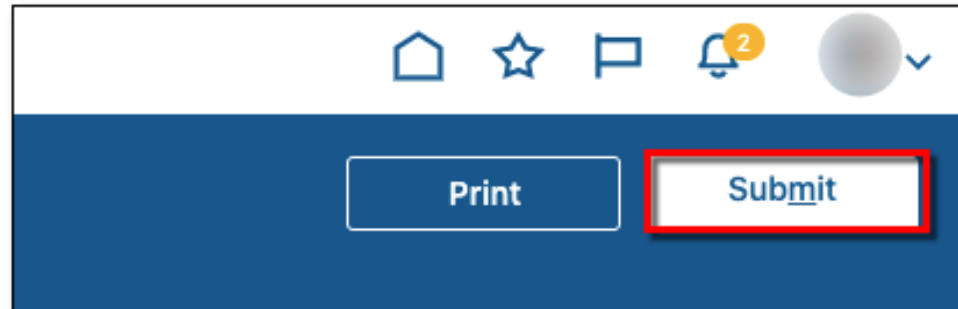
12. Complete each **Rating** and the **Summary Rating** for Competencies.

Note: Comments are encouraged but not required.

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



14. Click the **Submit** button.



2. Employee Completes Self Evaluation

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

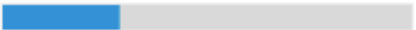
Review Period
Annual Review Period

Performance Documents

All

Annual Evaluation

Current Task
Manager Evaluation of Workers

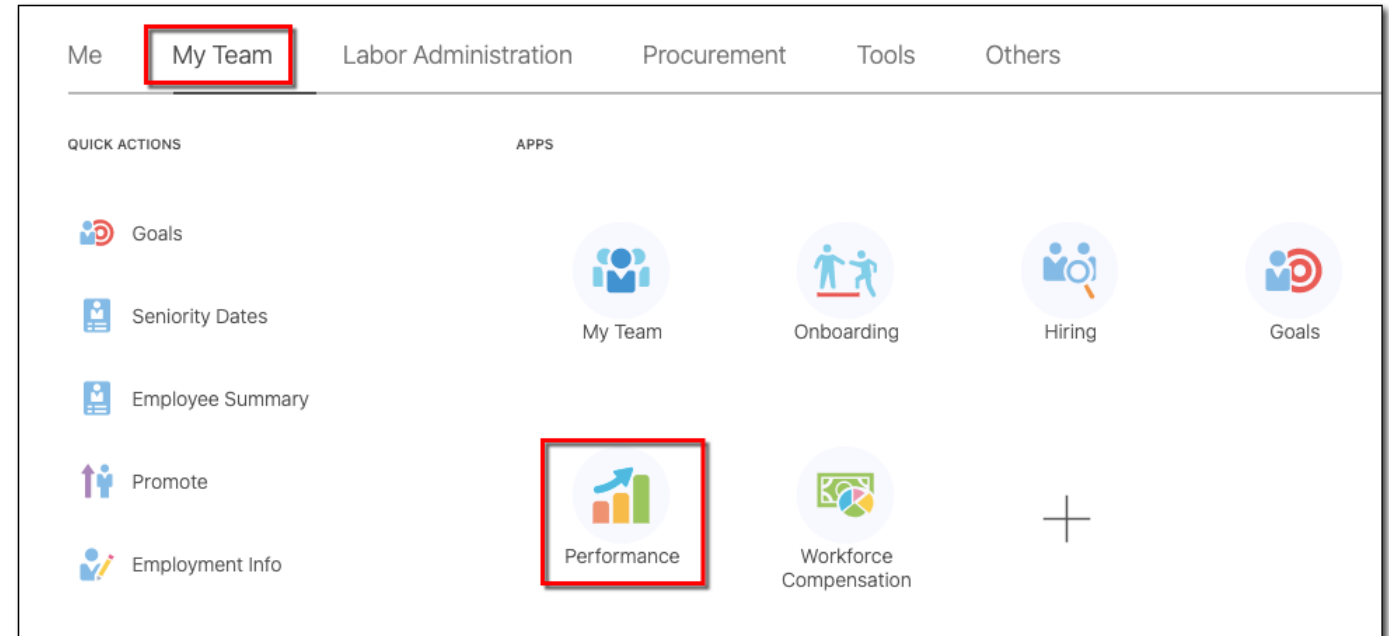
Task Completion
 2 / 7

All Tasks

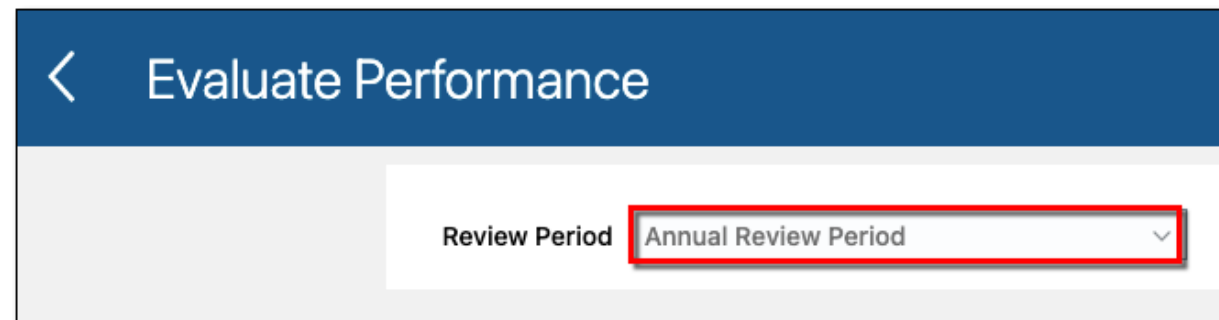
- ✓ Set Goals
- ✓ Staff Self-Evaluation
- ➔ Manager Evaluation of Workers
- Manager Share Performance Document
- Staff Reviews and Acknowledges Performance Document
- Staff Share input
- Manager Provide Final Feedback

3. Manager evaluates employee

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



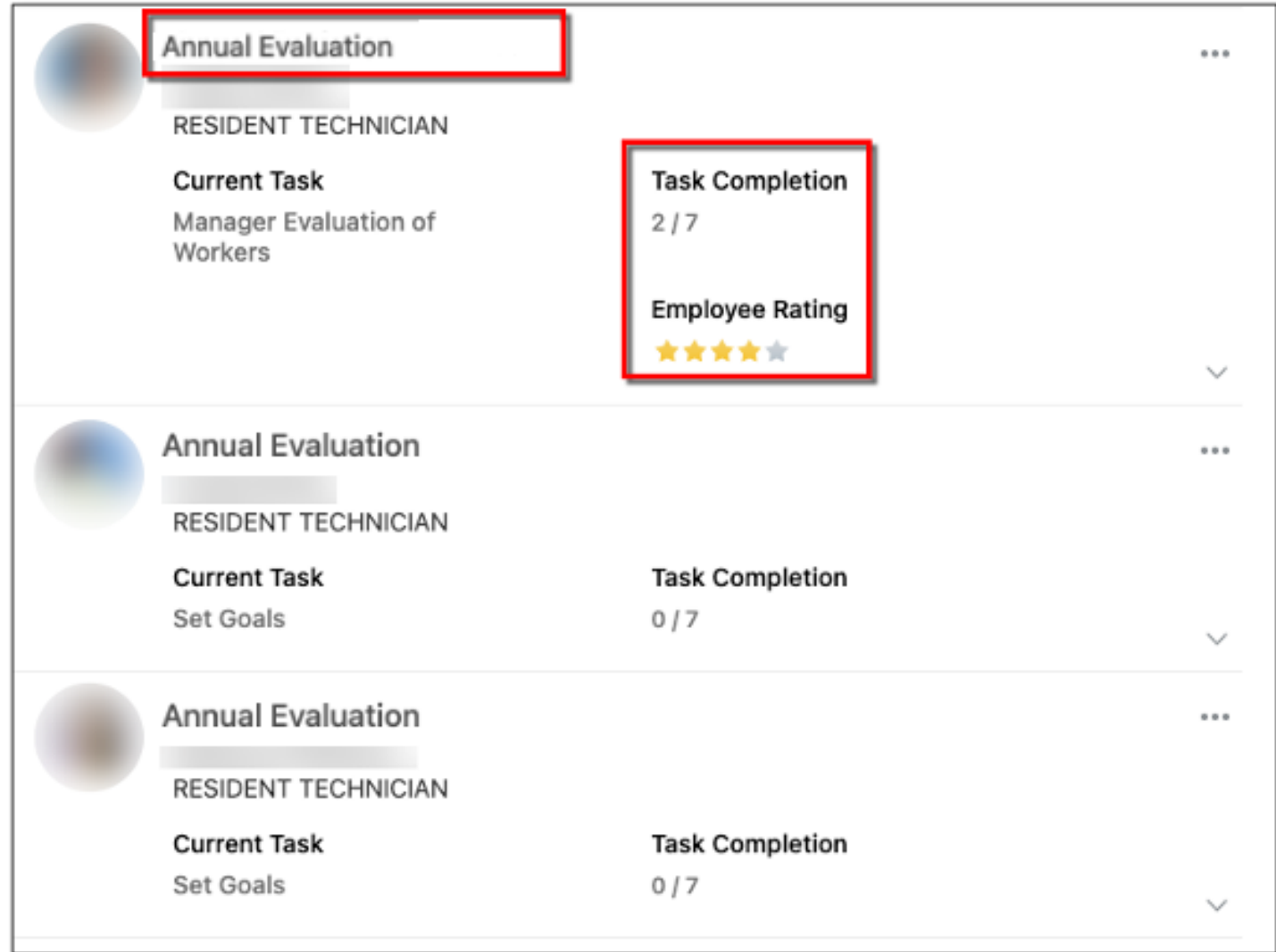
3. Select **Annual Review Period**.



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** for the desired employee.



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

Competencies

0 of 8 rated | 0 of 8 commented

Manager Rating

☆☆☆☆☆

Employee Rating

★★★★☆ | Exceeds Standards

Manager Comments

Evaluate

Evaluate

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

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

Note: Comments are encouraged but not required.

9. Click the **Save** button.

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

Overall Summary

Manager Rating

★ ★ ★ ★ ☆ | Exceeds Standards

Manager Comments

Tahoma 2 B I U

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

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

Employee Rating

★ ★ ★ ★ ☆ | Exceeds Standards

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

☆ ☆ ☆ ☆ ☆

Manager Comments

Employee Comments

I met all my performance goals.

Employee Rating

★ ★ ★ ★ ☆ | Exceeds Standards

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

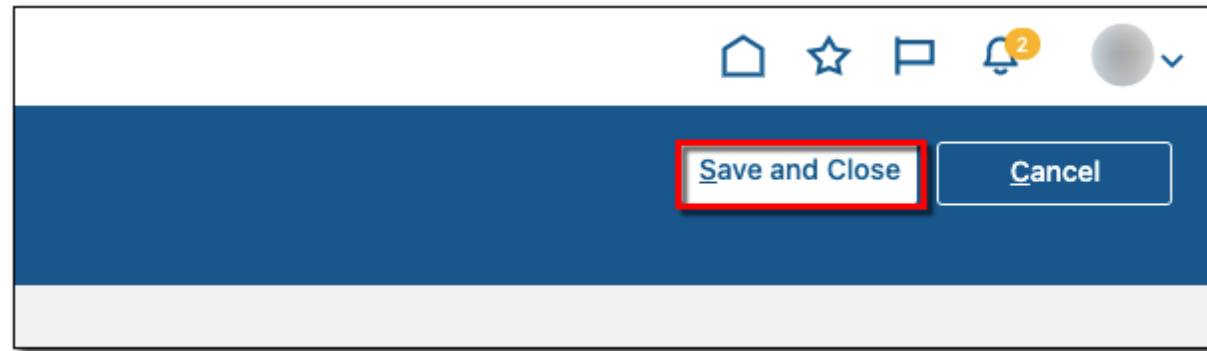
Manager Rating

★ ★ ★ ★ ☆
| Exceeds Standards

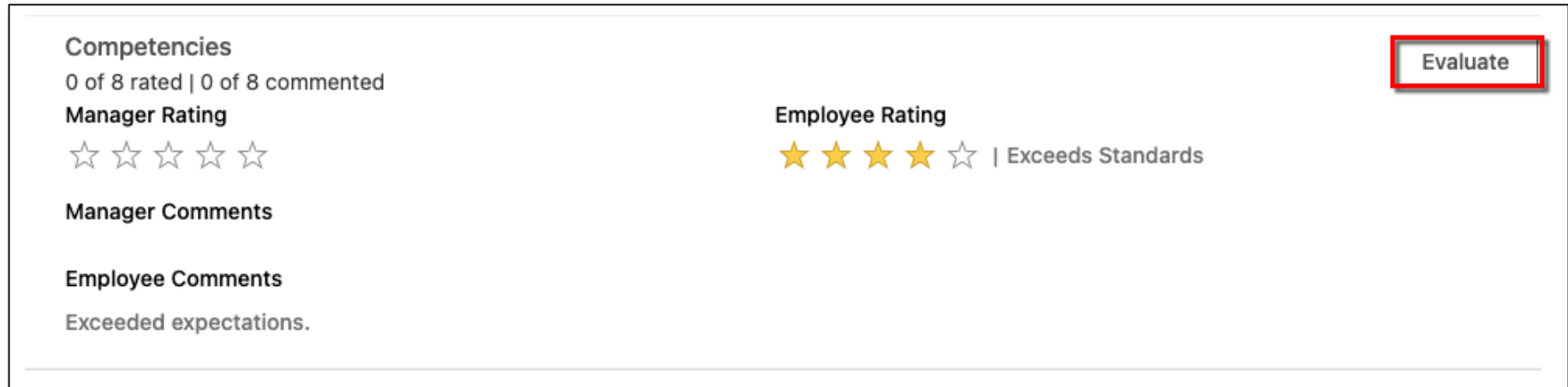
Employee Rating

★ ★ ★ ★ ☆
| Exceeds Standards

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



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


 A screenshot of a competency evaluation form. The form is divided into several sections. At the top left, it says 'Competencies' followed by '0 of 8 rated | 0 of 8 commented'. Below this is the 'Manager Rating' section, which shows five empty star icons. To the right of the manager rating is the 'Employee Rating' section, which shows four filled yellow star icons and one empty star icon, followed by the text 'Exceeds Standards'. Below the manager rating is the 'Manager Comments' section, and below that is the 'Employee Comments' section, which contains the text 'Exceeded expectations.'. In the top right corner of the form, there is a button labeled 'Evaluate' (highlighted with a red rectangular box).

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

Note: Comments are encouraged but not required.

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

Note: Manager cannot submit their evaluation until the employee has submitted the self evaluation.

16. Click the **Submit** button.

Rate Topic Competencies

Save and CloseCancel

Rate and Comment

Evaluate the included competencies.

Sort ByCompetency Name - A to Z

Accountability

Acceptable attendance, punctual, and practices confidentiality.

Manager Rating

★★★★☆ | Exceeds Standards

Employee Rating

★★★★☆ | Meets Standards

Manager Comments

Tahoma2BBIU

Exceeds standards.

2

Print

Submit

26

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

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



4. Manager shares evaluation with employee

4. 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.

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



Annual Evaluation

RESIDENT TECHNICIAN

Current Task

Manager Share Performance Document

Manager Rating

★★★★☆

Task Completion

3 / 7

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

4. Manager Shares Evaluation with Employee

2. Review the annual evaluation as needed.
3. 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: Annual Evaluation



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

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

4. Manager Shares Evaluation with Employee

4. Enter your **Comments**.
5. Click the **Submit** button.

and Release

Comments

Tahoma 2 B I U 

Please review and acknowledge receipt of this evaluation.

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



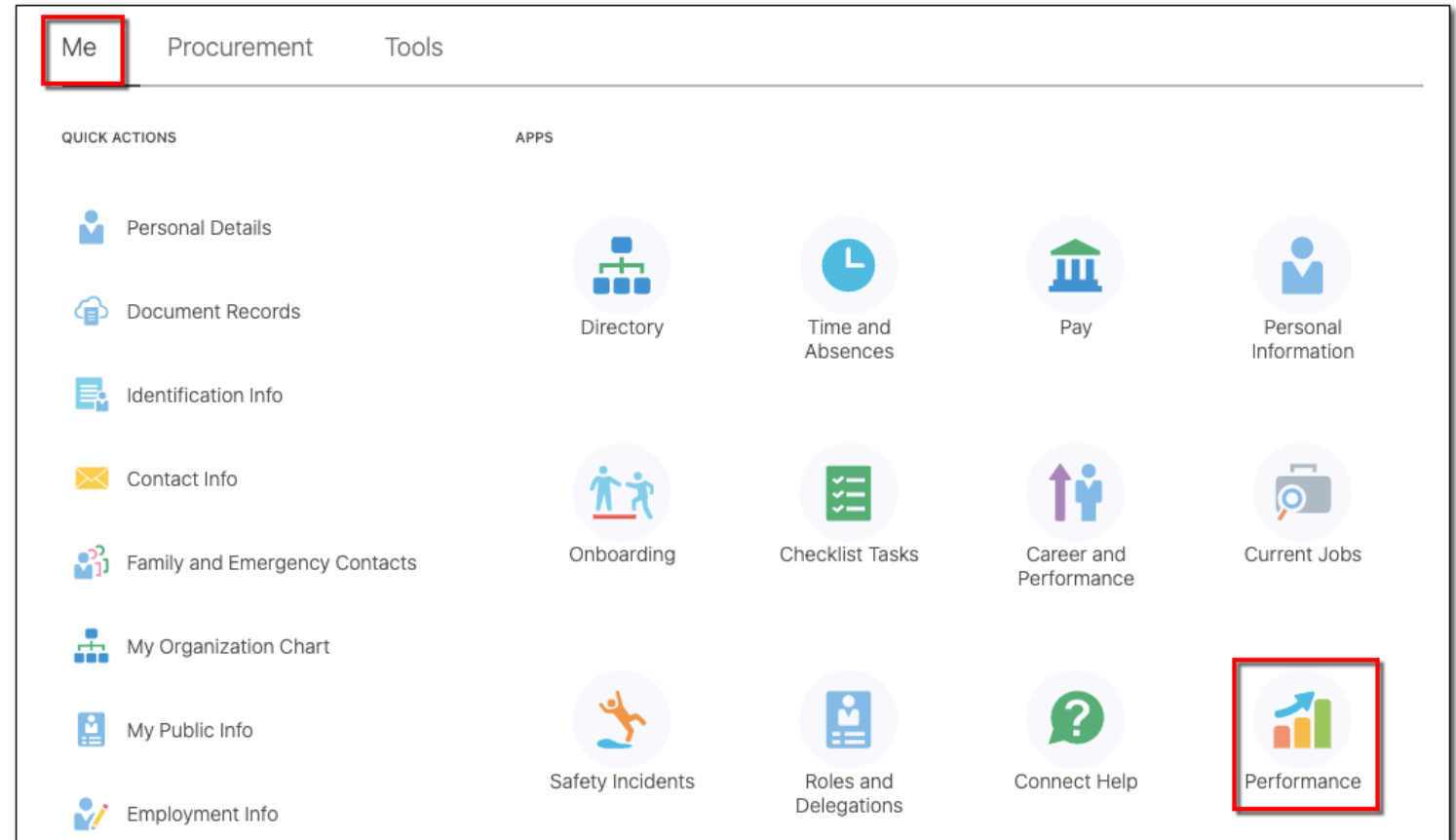
Annual Evaluation

RESIDENT TECHNICIAN

Current Task Staff Reviews and Acknowledges Performance Document	Task Completion 4 / 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. 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 **Annual Evaluation**.

Review Period
Annual Review Period

Performance Documents

All

Annual Evaluation

★★★★★ | By

Current Task
Staff Reviews and Acknowledges Performance Document

Task Completion
4 / 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. Review the **Summary** rating.
5. 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

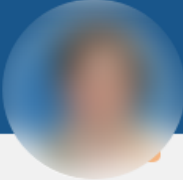
Competencies
8 of 8 rated | 8 of 8 commented
Manager Rating
★★★★☆ | Exceeds Standards
Manager Comments

Employee Rating
★★★★☆ | Exceeds Standards

View

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

7. 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

36

8. Click **Acknowledge Document**.

Staff Reviews and Acknowledges Performance Document: Annual Evaluation



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

Acknowledge Document

Document Details

Overall Summary

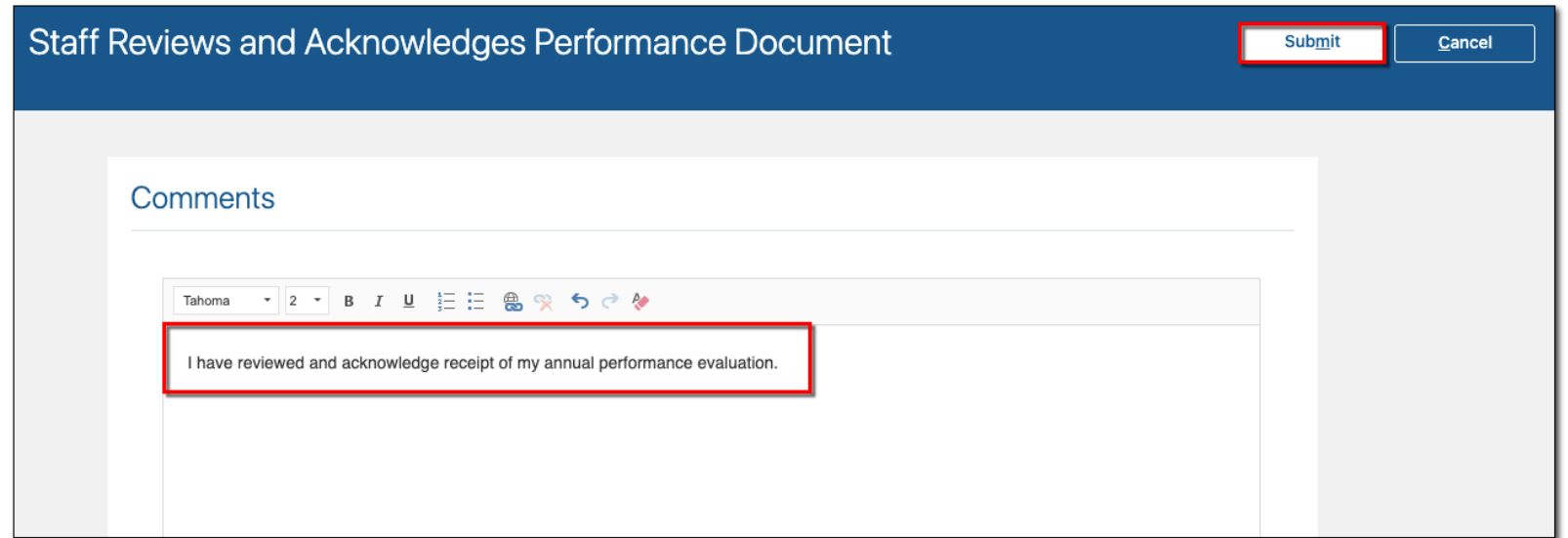
Manager Rating
★★★★☆ | Exceeds Standards
Manager Comments
You had a great year. Keep up the good work.

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

Show Additional Info

9. Enter your **Comments**.

10. Click the **Submit** button.



Staff Reviews and Acknowledges Performance Document

Submit Cancel

Comments

Tahoma 2 B I U [List Icons]

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

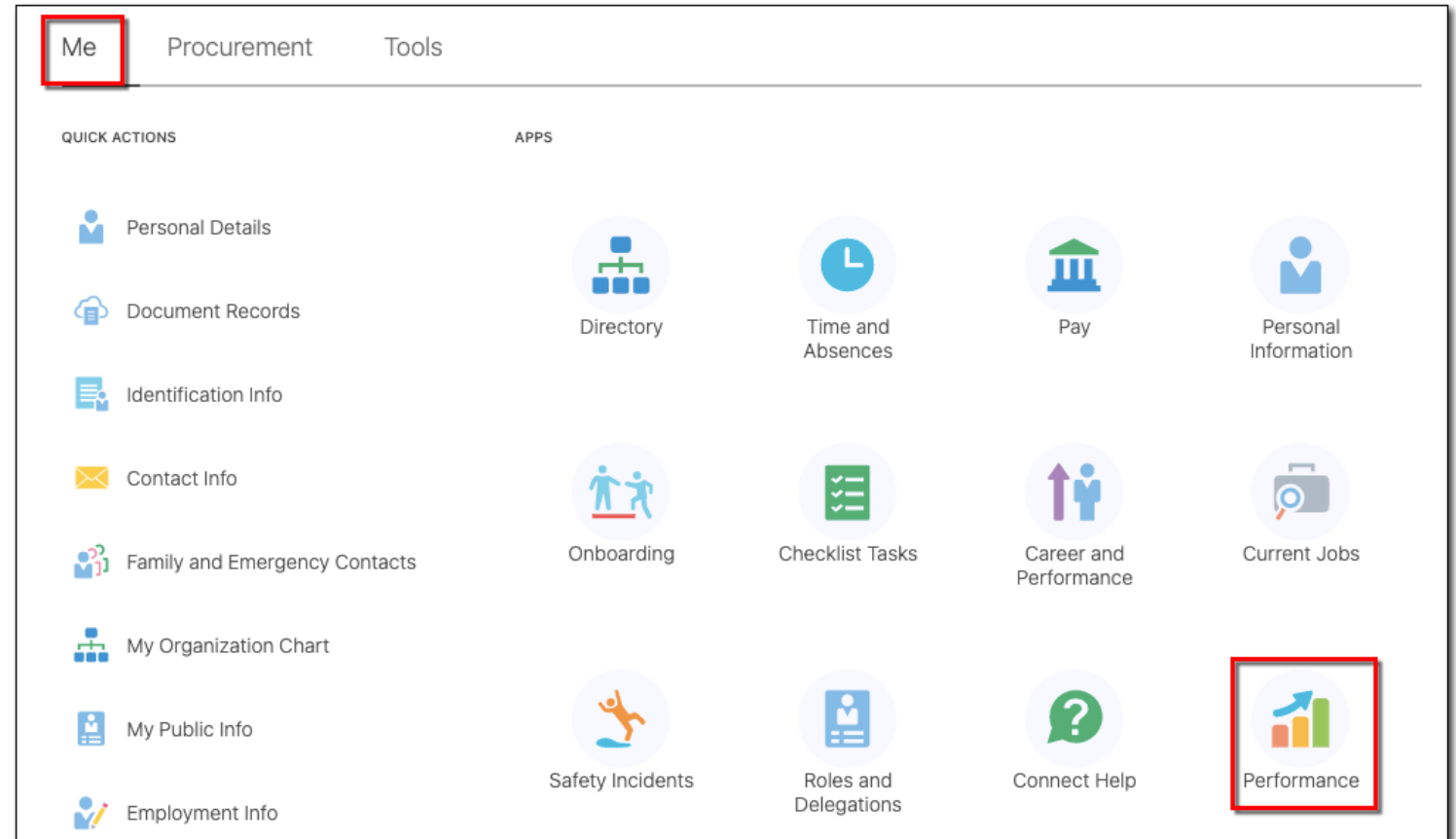
Note: After the employee acknowledges receipt of the annual evaluation with manager ratings and comments, the employee and manager will meet to discuss the evaluation in more depth. After this has occurred, the employee can add their final comments to the evaluation.

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

6. 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**.

Review Period
Annual Review Period

Performance Documents

All

Annual Evaluation

★★★★★ | By

Current Task
Staff Share input

Task Completion

5 / 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

6. 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

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

★★★★★ | By [Name]

Current Task

Manager Provide Final Feedback

Task Completion

6 / 7

All Tasks

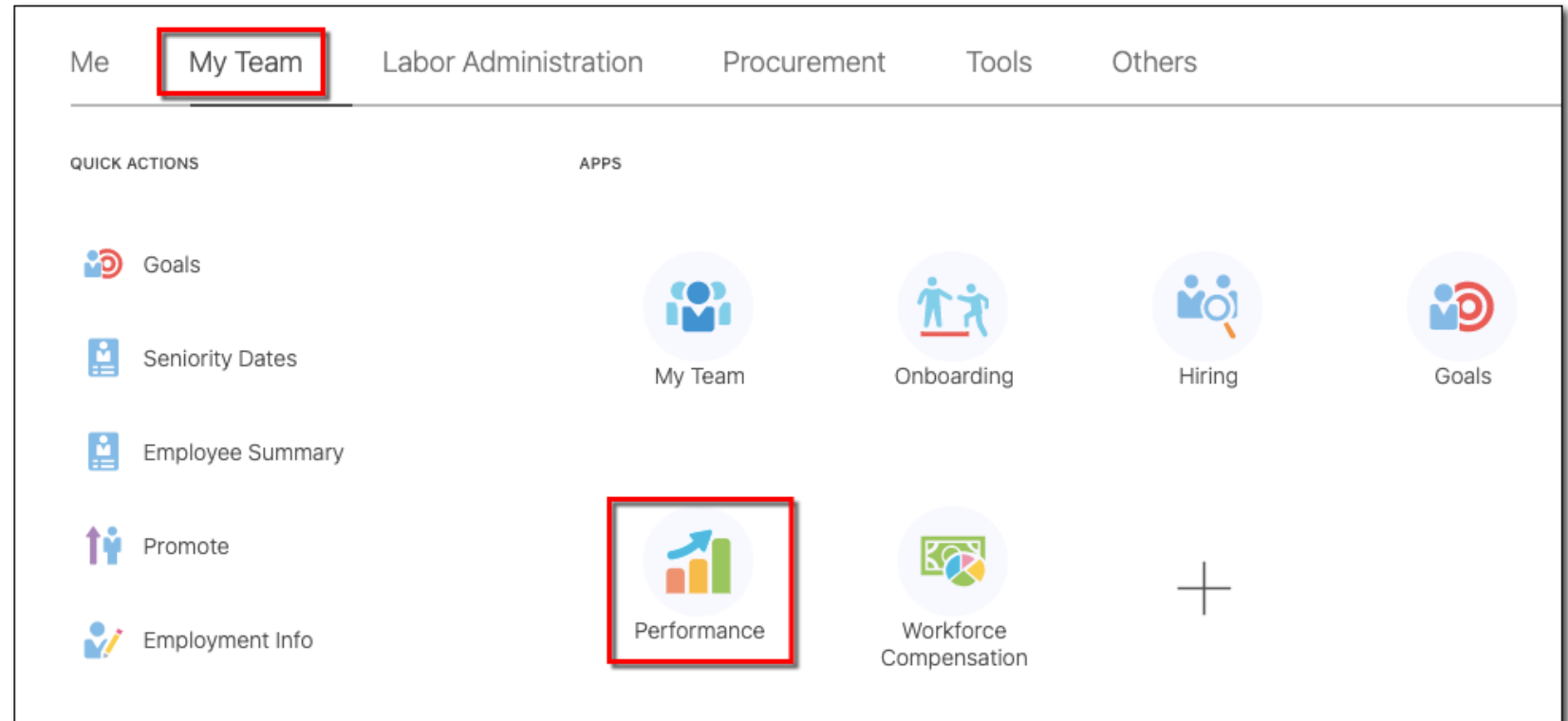
- ✓ Set Goals
- ✓ Staff Self-Evaluation
- ✓ Manager Evaluation of Workers
- ✓ Manager Share Performance Document
- ✓ Staff Reviews and Acknowledges Performance Document
- ✓ Staff Share input
- ➔ Manager Provide Final Feedback

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

7. Manager Provides 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** for the employee who is being evaluated.



Annual Evaluation

RESIDENT TECHNICIAN

Current Task

Manager Provide Final Feedback

Task Completion

6 / 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



Annual Performance Review

Annual Evaluation

RESIDENT TECHNICIAN

Current Task

Set Goals

Task Completion

0 / 7



Annual Performance Review

Annual Evaluation

RESIDENT TECHNICIAN

Current Task

Set Goals

Task Completion

0 / 7

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

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.

Competencies

8 of 8 rated | 8 of 8 commented

Manager Rating

★★★★☆ | Exceeds Standards

Employee Rating

★★★★☆ | Exceeds Standards

Manager Comments

7. 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: Annual Evaluation

 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.

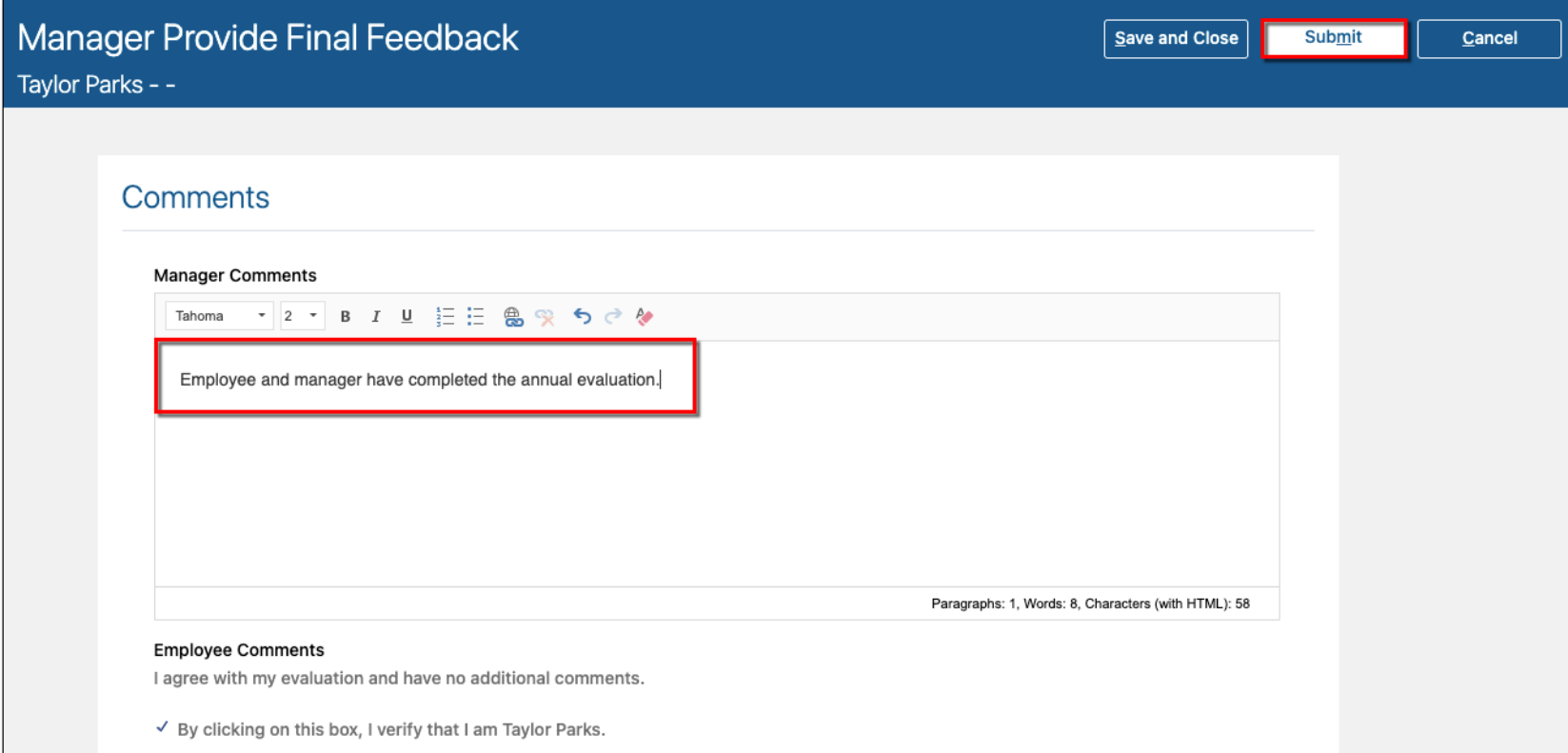
Show Additional Info

7. Manager Provides Final Comments

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

8. Click the **Submit** button.

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

The screenshot shows a web form titled 'Manager Provide Final Feedback' for 'Taylor Parks'. At the top right are three buttons: 'Save and Close', 'Submit' (highlighted with a red border), and 'Cancel'. The main content area is titled 'Comments'. Under 'Manager Comments', there is a text editor with a toolbar (font: Tahoma, size: 2, bold, italic, underline, list, link, unlink, undo, redo, insert) and a text box containing 'Employee and manager have completed the annual evaluation.' (highlighted with a red border). Below the text box is a status bar showing 'Paragraphs: 1, Words: 8, Characters (with HTML): 58'. Under 'Employee Comments', there is a text box with 'I agree with my evaluation and have no additional comments.' and a checkbox with a checkmark and the text 'By clicking on this box, I verify that I am Taylor Parks.'

7. 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 Performance Review
Gregg Perkins
RESIDENT TECHNICIAN

Current Task
Set Goals

Task Completion
0 / 7

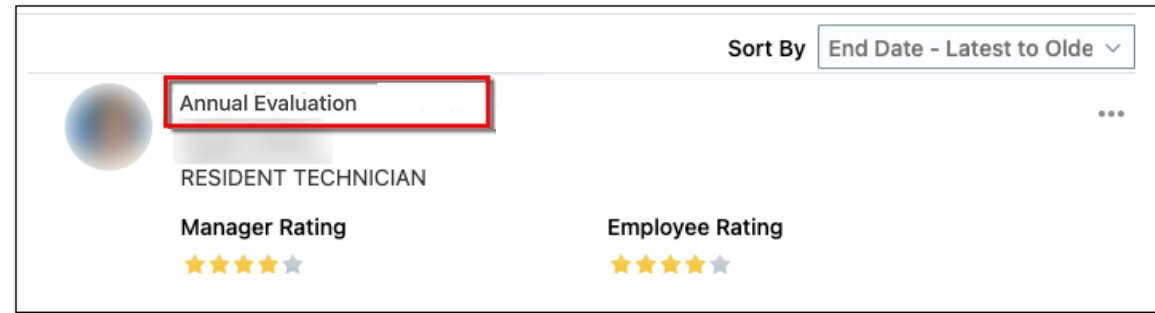

Annual Performance Review
Robyn Williams
RESIDENT TECHNICIAN

Current Task
Set Goals

Task Completion
0 / 7

7. Manager Provides Final Comments

9. Click **Annual Evaluation** 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.

