myPerformance Quick Reference Guide (QRG)

Annual Review (for Employees)

How Does Your Annual Review Work?

You and your manager will use the online forms contained in SuccessFactors to conduct your annual review. In this guide, learn how to complete and submit the form.

Getting Started

Your annual review performance form will be available in your inbox following your mid-year checkpoint meeting; you can use this form to track notes on your performance all the way up to your annual review meeting. You will receive an email when it's time to begin the annual review process.

To access your **Annual Review Performance Form**, follow these steps:

- Click Home in the upper left corner of the screen.
- Click Performance Forms from the drop down menu.
- Click the link to your Performance Form from the list of forms. It will begin with FY##, with ## representing the fiscal year being reviewed.

Completing an Annual Review Performance Form

The top of the performance form displays which review is currently pending – either mid-year or annual review. The form works the same for either, but you should be aware of which review you are working on. This guide is intended to be used for your annual review at the end of the performance period. There is a separate guide for mid-year reviews.

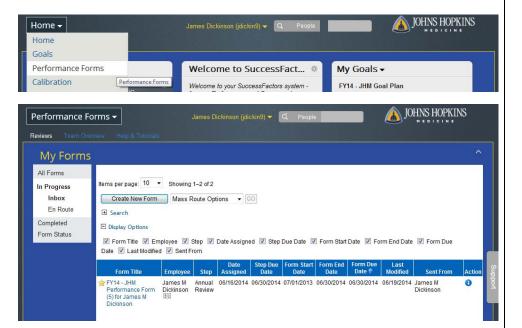
The top of the performance form shows your employee information, which is populated automatically from SAP. If you see any errors, contact your manager to have them corrected.

To complete the form, you will rate yourself and provide comments on your performance during the rating period in three primary areas:

 Goals: The priority outcomes or results that you and your manager agreed that you would accomplish. These will be transferred to the review directly from your Goal Plan in SuccessFactors.

If your Goal Plan was not completed or did not add up to 100%, you will have one final opportunity to edit it in the annual review form. You can do

this by clicking the Edit Goal button () at the top right of any goal. Any changes you make here will be audited in the system for your manager to see.





If you did not enter any goals or need to add another one, you will need to close and save the performance form and return to your goal plan. You can access your goal plan by selecting **Home** in the upper left coner and then **Goals**. These goals must add up to 100%. Once goals have been entered you may return to your performance form.

- Major Responsibilities (Essential Job Functions): The ongoing job requirements and duties that are included in your job description.
- Core Values: Behavioral standards expected of every Johns Hopkins Medicine employee.

Your **Overall Rating** will be based on the degree to which you accomplished your goals and major responsibilities while demonstrating our Core Values. You will not be evaluated based on your professional development goals.

Entering Ratings and Comments

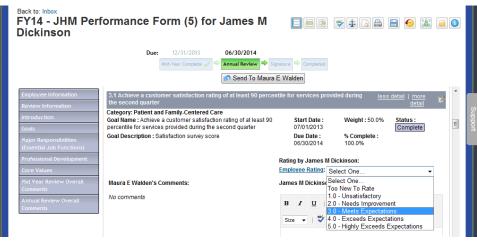
Scroll down the form and enter a self-rating for each Goal, Major Responsibility, and Core Value.

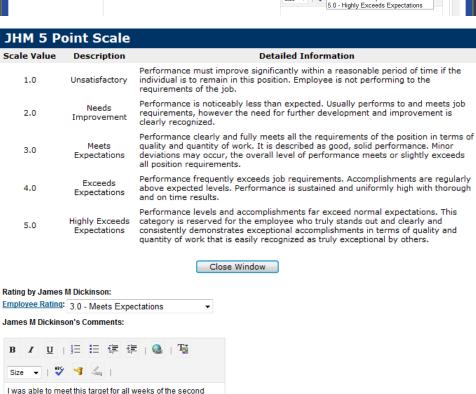
To enter your ratings and comments:

- Employee Rating: Click the drop down menu next to Employee Rating
 and select the rating that you believe applies. You may also click the text
 "Employee Rating" to see a detailed definition for each level of
 performance.
- Comments: Whenever you see a comments area, you may add descriptive details about what you have accomplished. Comments are required for every goal in your Goal Plan and optional in other areas of the review. Type in the box to add comments that support your rating.

Complete this process for all sections of the review.

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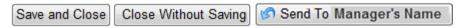




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Submitting Your Performance Form

When you reach the bottom of the form, you may enter **Overall Comments** on your performance. Then, you have three options:



- Save and Close the form so that you can review or revise it later.
- Close without Saving if you want to start again later. You will lose any edits you have made.
- Send the form to your manager, so he/she can complete an evaluation
 of your performance. Your self-evaluation is not complete until you
 have clicked this button and confirm that you would like to Send the
 form on the next page.

After you have sent the form to your manager, he or she will complete an evaluation of your performance while being able to see your self-ratings and comments.

Holding Your Annual Review Meeting

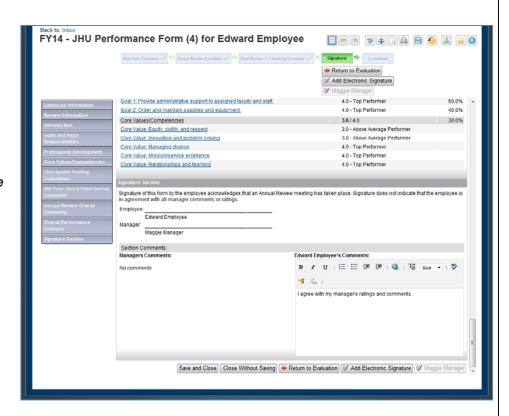
Once your manager has completed a review for you in the system, he or she will schedule an Annual Performance Review meeting with you to go over your progress from the previous year and share your final ratings with you.

Signature

After your Annual Performance Review meeting, your manager will route the Performance Form back to your Performance Forms inbox. You will now be able to review all of your manager's ratings and comments on your own and add any final comments you may have.

Once you have entered your comments, there are four options:

- Save and Close the form so that you can review or revise it later.
- Close without Saving if you want to start again later. You will lose any
 edits you have made.
- Return to Evaluation if you believe something is inaccurate and would like to return to the evaluation stage. This will route the form back to your manager.
- Add Electronic Signature to sign the form and complete the evaluation process. Please note that your annual review is not complete until you add your signature by clicking this button and verifying the choice on the next screen. Your signature does not imply agreement or disagreement with your final rating.



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After the form is signed, the annual review process is complete and the performance form is no longer accessible in your inbox.

Reviewing Completed Forms

If you would like to review any of your performance forms following submission, locate them by following this path:

- Click **Home** in the upper left corner of the screen.
- Click **Performance Forms** from the drop down menu.
- Click Completed to view a list of all previous forms that have been completed.
- Click the link to the Performance Form that you would like to review.

At this point, you cannot edit the ratings or comments in the form, but you can review the details.