Stage 6 – End of the Year Final Review – Employee
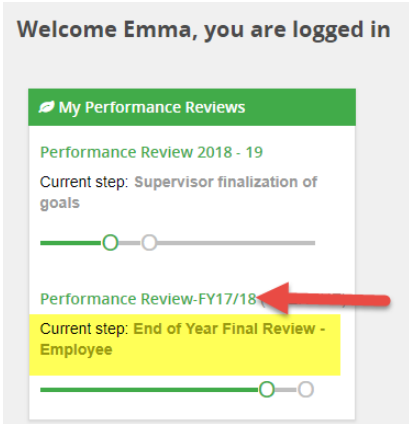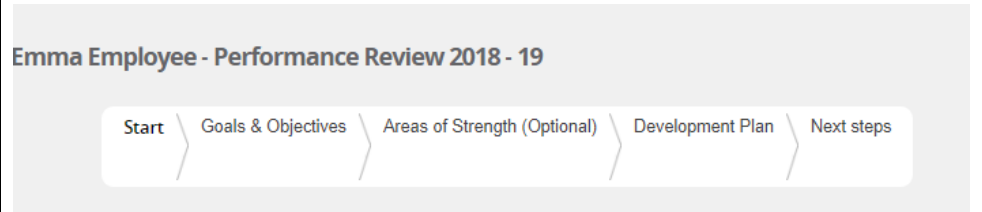

You are now entering the self-review stage of the process. After receiving an email that announces this stage, employees can log in and start their self-review. Employees can add comments, link journal entries or upload documentation for support. They must also rate themselves against each item.

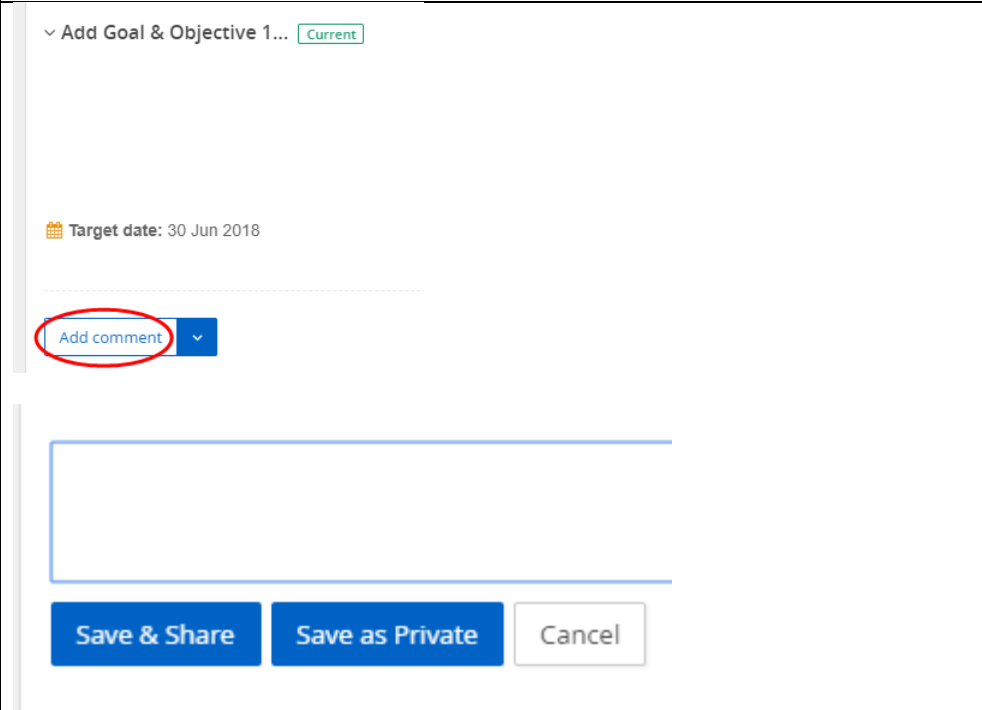| What you need to do	What you will see
STEP 1: **Access your review via the performance module.**	

You will be taken to the tabular view again. Navigate through each tab and each item in the tab. You will not be able to EDIT any text. You will only be able to **add comments** or link journal entries against each entry (job duty, goal, development plan etc.)	Emma Employee - Performance Review 2018 - 19 Start \ Goals & Objectives \ Areas of Strength (Optional) \ Development Plan \ Next steps

STEP 2: To Add comment:
 	
• Click **Add comment**
• Enter text
• You have two options:
  ○ Click Save & Share to publish for viewing by supervisor, OR
  ○ Click **Save as Private** to save text to only be seen by you. When ready to publish, click **Save & Share**.
	⌄ Add Goal & Objective 1... [Current]
	
	📅 **Target date:** 30 Jun 2018
	
	Add comment ⌄
	
	Save & Share Save as Private Cancel

STEP 3: To Link journal entry or upload file.	Add comment ⌄ Link journal entry Upload file

• Click the drop down menu next to **Add comment** • Select **link journal entry** • A listing of journal entries that you have sent will populate • Select the applicable entry and click **Link**	**Link Journal** ✕ Search 🔍 **I'm amazing** #amazing #easmatara 🏷 amazing easmatara 9 Jun 2016, 10:17 AM Link
• You will then see your journal entry text linked to your performance review	⌄ **Network Opportunities** [Current] Attend conferences or other networking sessions to learn best practices from similar organizations and industry trends. 📅 **Target date:** 30 Apr 2018 **Add comment** ⌄ ✎ **Journal** Linked by name **Johanna Masbad** **Fwd: Teacher's College Discovery Call (Dial-In 712.770.8028; Conference Code 281430)** Subject: Fwd: Teacher's College Discovery Call (Dial-In 712.770.8028; Conference Code 281430) *Hannah Masbad* Sr. HRIS Analyst TEACHERS COLLEGE	COLUMBIA UNIVERSITY Phone: 212-678-3251

STEP 4: Rate yourself against each item.

You will see a sliding scale. Move the marker as you see fit (does not meet goal, meets goal, exceeds goal)

Comment and rate as applicable throughout each tab.

∨ Add Goal & Objective 1... [Current]

**Scale goes from left to right (1- 5)

Value	Description
1	**Does not meet goal** - Does not meet performance requirements, or Did not complete the objective - Does not perform the job satisfactorily; Does not produce the quantity, quality, and timelines of work expected; Unsatisfactory progress in attaining the goal or objective
3	**Meets goal** - Is doing a good job; Handles most assignments within the scope of his/her responsibility; Does not require significant improvement; Completed the goal or objective as established
5	**Exceeds goal** - Exceeds position requirements even on the most difficult and complex aspects of his/her job; Takes on additional assigments without negatively affecting other work; Goal or objective completed thoroughly, completely, and on or ahead of schedule

Emma Employee

Not rated

STEP 5: Next steps tab

You are able to add your final comments against your performance review as a whole. Once you have inputted this, click 'go on to the next steps

Final comments
Emma Employee

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Your next step: End of Year Final Review - Supervisor

ⓘ Clicking "Go to next step" will move this review to the next step and you will be unable to return to this step

Go to next step