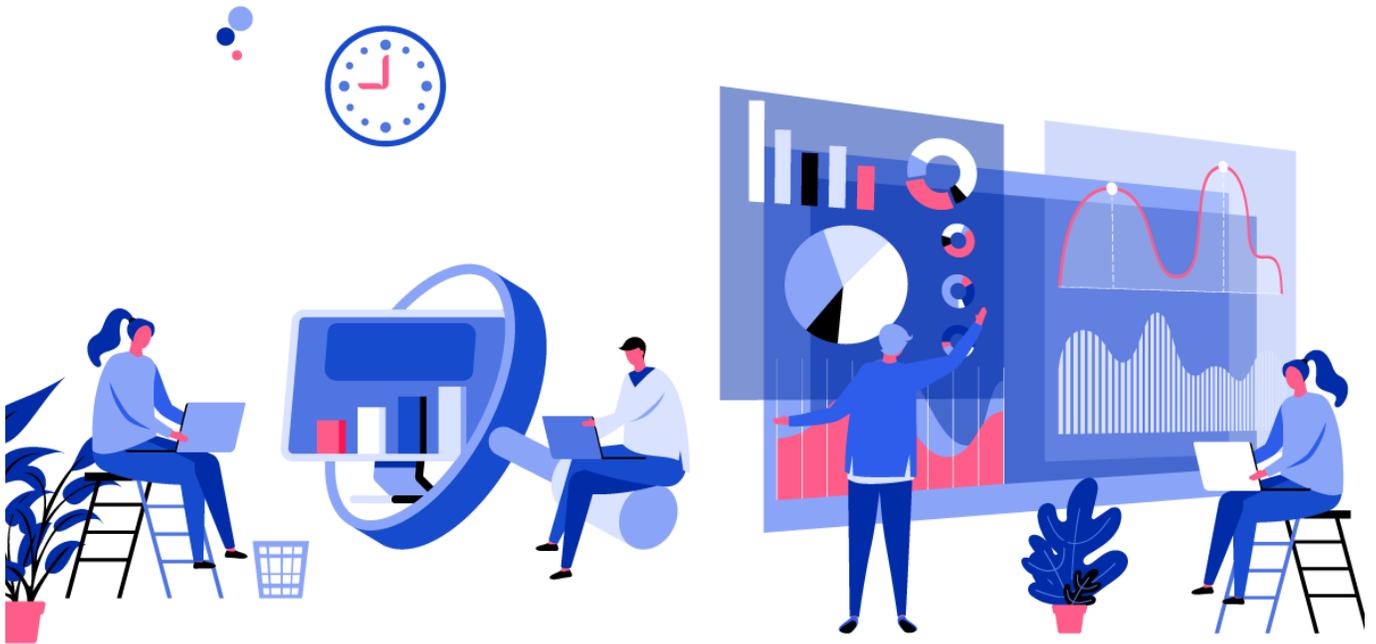


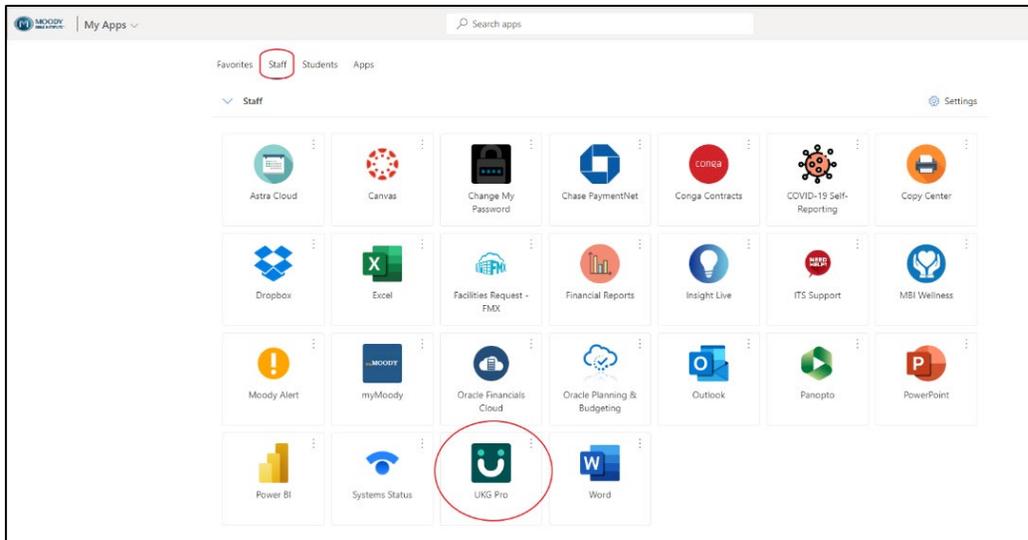
MBI ePerformance Employee Guide 2024



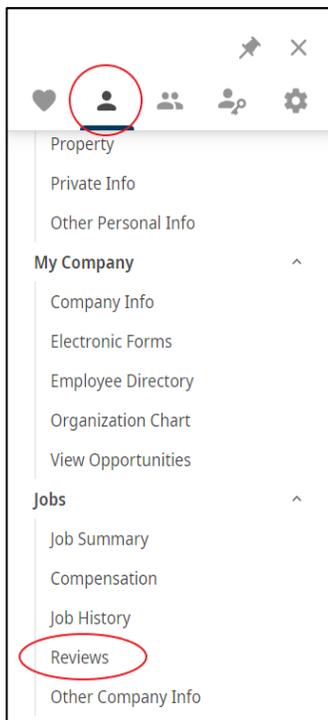
A) Employee Self-Assessment

- 1) The HR Performance Administrator will launch the employee self-assessment directly to you. The due date for the self-assessment is due by **May 17, 2024**.
- 2) You will receive a notification via email and through the UKG system. To access your review, you must have the UKG system open on your desktop or laptop. *The UKG phone application does not support performance reviews.*

To access your performance review, log on to your UKG portal through MyApps:
<https://myapplications.microsoft.com/>



Navigation: UKG>Menu>Myself>Jobs>Reviews



The screenshot shows the 'Reviews' page in the UKG system. The page header includes the MOODY BIBLE INSTITUTE logo and the title 'Reviews'. Below the header, there is a section titled 'In Progress' with a table of review entries. The date '04/26/2023' in the 'Effective' column is circled in red.

Effective ↑	Review Name	Type	Job	Status	
04/26/2023	2022/2023 Performance Review	Annual Review	Compensation Analyst	Employee Assessment	

- 3) On this page, you will see an **In Progress** and **History** section. Once you select your review from the **In Progress** section, the Review Summary page appears. Open each section of the review by selecting any of the Start buttons.

Note: You have the option to view the competencies and make overall comments, however, as an employee, you are only required to complete the **Open Ended Questions** in order to send the review forward to your manager. Do not give yourself a score for the competencies section.

Review sections		Manager Rating
Competencies	—	<input type="button" value="Start"/>
Open Ended Questions	N/A	<input type="button" value="Start"/>
Overall Comments	N/A	<input type="button" value="Start"/>
Final Score	—	

Note: When filling out the **Open Ended Questions**, be sure to save your work periodically. Although the system provides warnings about when it will time-out, it is best practice to save your work every time you leave your desk.

- 4) After you have completed the **Open Ended Questions**, click **Save & Close** then send your review forward to your manager. Be sure to click *okay* on the confirmation popup.

TEST REVIEW

Darric L. Obinger - Open Ended Questions

Please answer these questions openly and honestly.

save reset cancel **save & close** print help

Review sections		Manager Rating
Competencies	—	<input type="button" value="Start"/>
<input checked="" type="checkbox"/> Open Ended Questions Completed	N/A	<input type="button" value="Edit"/>
Overall Comments	N/A	<input type="button" value="Start"/>
Final Score	—	

Send

Send to the next contributor.

B) Employee Acknowledgement

- 1) Once your review has been finalized and you have met in person to discuss your review in detail, your last step is to acknowledge the review. Again, you will receive a notification via email and through the UKG system. To access your review, you must have the UKG system open on your desktop or laptop. *The UKG phone application does not support performance reviews.*

Navigation: UKG>Menu>Myself>Jobs>Reviews

- 1) Once you select your review from the **In Progress** section, be sure to check for any updates in ratings or comments from your Manager. You may choose to add final comments in the last section before acknowledging. When you are ready to acknowledge the review select **Sign & Complete** on the right-hand side of the document. Be sure to click *okay* on the confirmation popup.

Sign & Complete

Send to the next contributor.

ATTENTION!
By Signing & Completing the performance review, you are acknowledging that you discussed this review with your manager. If you disagree with your manager's comments or evaluation, you may submit a comment when acknowledging the review.
Acknowledgement

I have reviewed this document. My signature indicates that I have been advised of my performance status.

Final Comments

Done

Note: If you need further assistance while you are completing the review, try looking through the learning resource **Performance Review Resources for Employee**.

MOODY BIBLE INSTITUTE Reviews

print help

Learning Resources

- [Performance Review Resources for Employees](#)
- [Jobs Resources for Employees](#)

In Progress

Effective ↑	Review Name	Type	Job	Status
04/27/2023	TEST REVIEW	Annual Review	Compensation Analyst	Employee Acknowledgement

Frequently Asked Questions

Q) How do I access my previous reviews from the former HR system, HCM?

A) Log in to your MyMoody account and select Account Details from the left-hand menu. From there, you will be able to view Historical Reviews in HCM.

The image shows two screenshots of the MyMoody website. The left screenshot displays the user's navigation menu, with the 'Account Details' option circled in red. The right screenshot shows the 'Account Details' page, with the 'Historical Documents' option circled in red.

Q) Whoops! I forgot to add something to the review. What can I do?

A) If you send the review document forward to your manager but made some mistakes or forgot something, the manager can send the review document back to you. This option is clearly displayed at the bottom of their document.

If your manager is having difficulty returning the document, the HR Performance Administrator (darric.obinger@moody.edu) can go in and adjust the document status.

If you have any additional questions or concerns, please contact Darric Obinger (darric.obinger@moody.edu) or call him at (312) 329-4483.