MBI ePerformance

Employee Guide 2020

ePerformance *Employee Training Guide*

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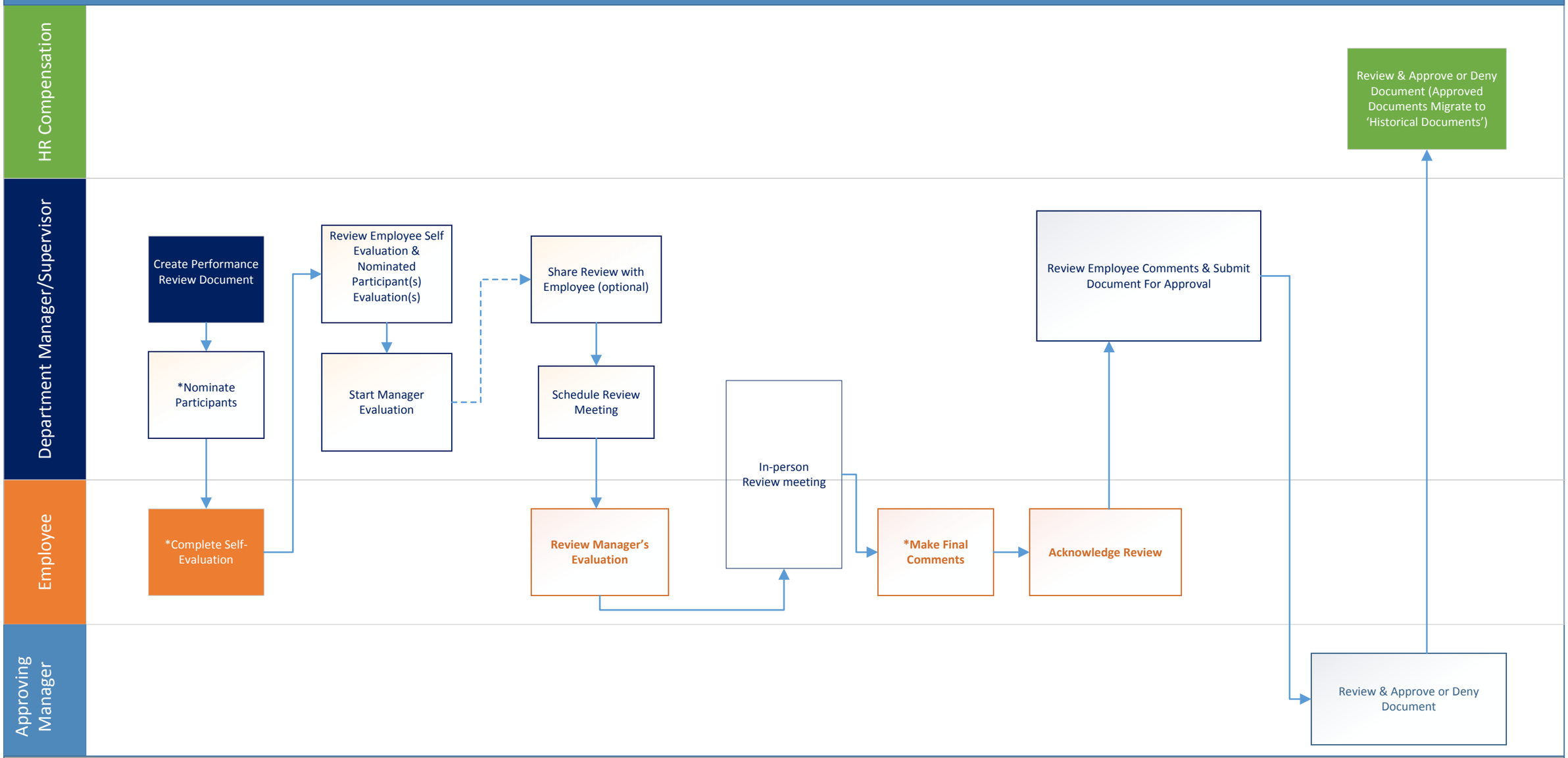
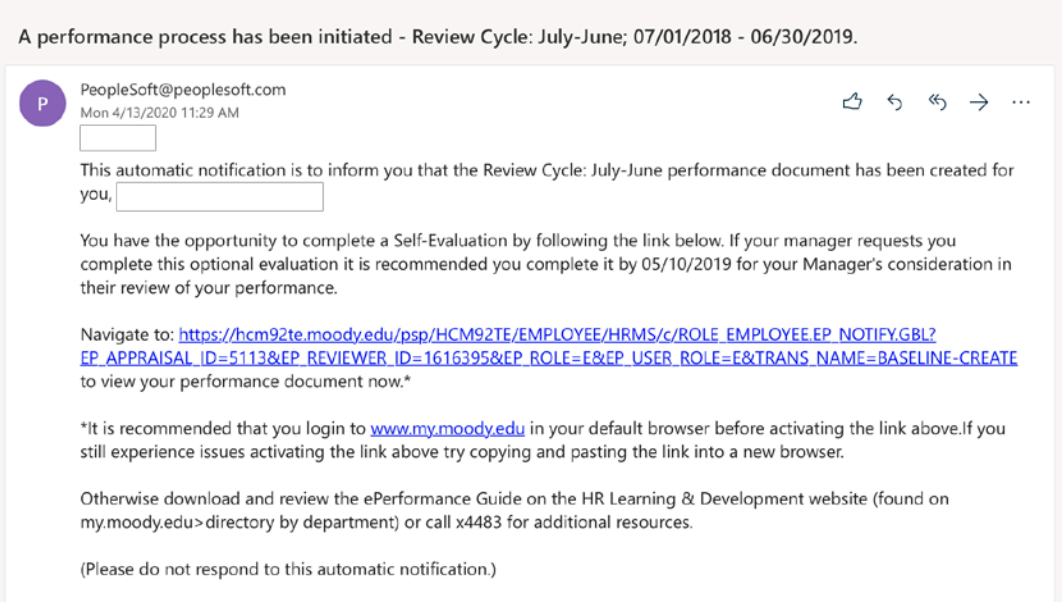
ePerformance Employee Review Process



*=Optional Function

A. Employee Self-Evaluation

1. If you and your manager have agreed for you to complete a self-evaluation you may begin this process a few ways:
    a. *E-mail notification:* Access your self-evaluation by clicking the link provided once your manager has created the review. It should take you to a login page use your MyMoody credential to login.



A performance process has been initiated - Review Cycle: July-June; 07/01/2018 - 06/30/2019.

P PeopleSoft@peoplesoft.com
Mon 4/13/2020 11:29 AM

This automatic notification is to inform you that the Review Cycle: July-June performance document has been created for you,

You have the opportunity to complete a Self-Evaluation by following the link below. If your manager requests you complete this optional evaluation it is recommended you complete it by 05/10/2019 for your Manager's consideration in their review of your performance.

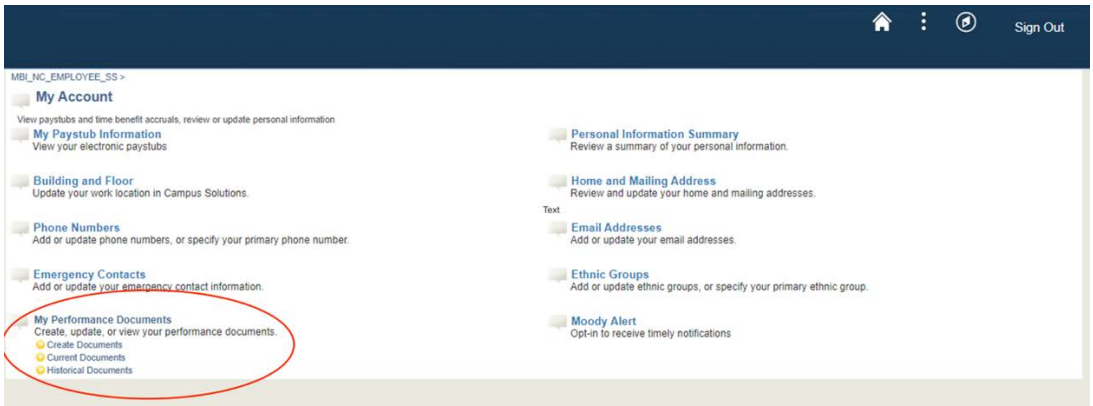
Navigate to: https://hcm92te.moody.edu/psp/HCM92TE/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.EP_NOTIFY.GBL?EP_APPRAISAL_ID=5113&EP_REVIEWER_ID=1616395&EP_ROLE=E&EP_USER_ROLE=E&TRANS_NAME=BASELINE-CREATE to view your performance document now.*

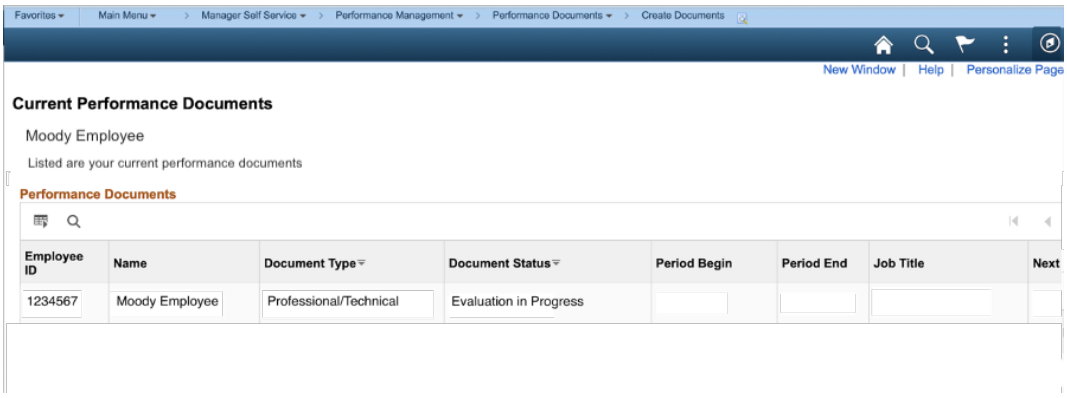
*It is recommended that you login to www.my.moody.edu in your default browser before activating the link above.If you still experience issues activating the link above try copying and pasting the link into a new browser.

Otherwise download and review the ePerformance Guide on the HR Learning & Development website (found on my.moody.edu>directory by department) or call x4483 for additional resources.

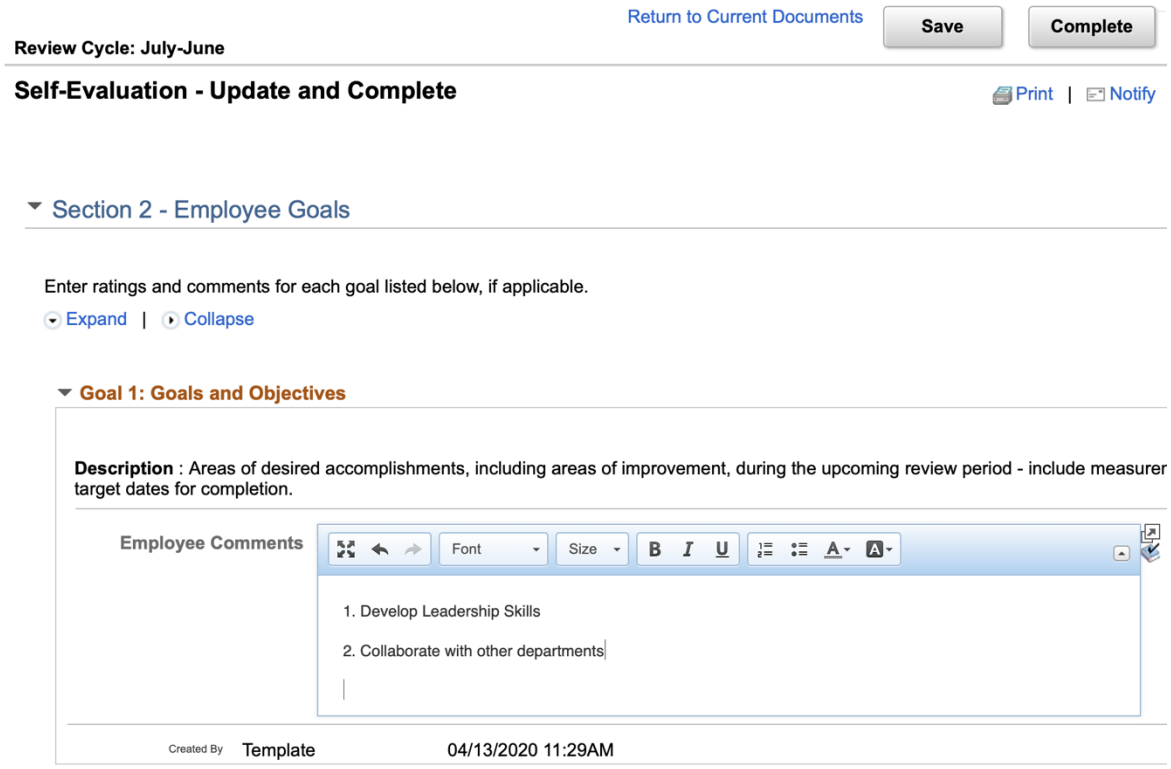
(Please do not respond to this automatic notification.)

    b. *MyMoody Portal:* You can access your reviews through Employee Self Service through 'My Account' found on the Staff Tab in the top right corner. There you can access your current performance document and begin working on your self-evaluation.



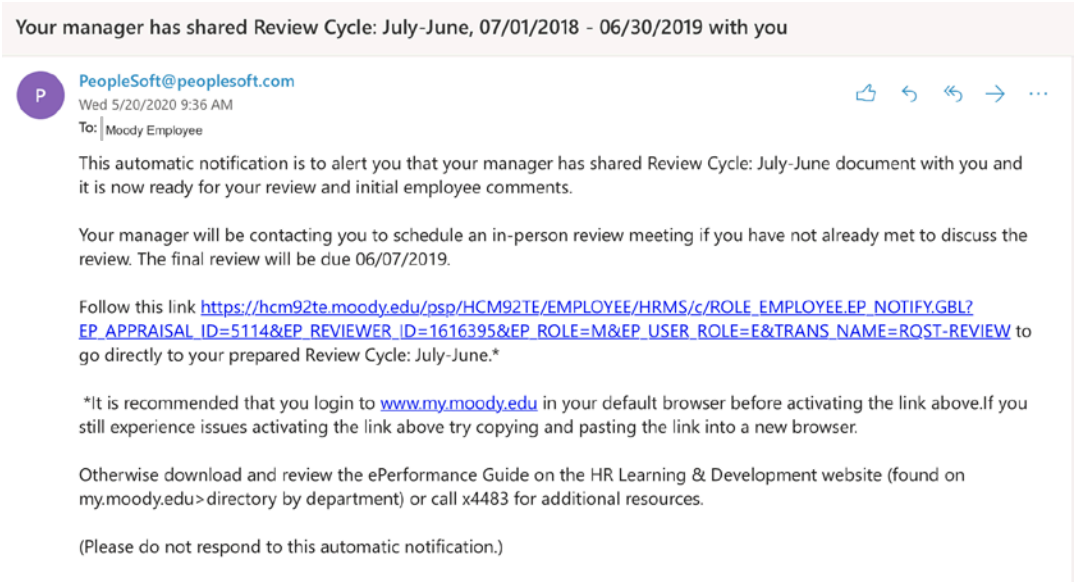


2. Once you are in the review you want to work on, select 'Expand All' to see expanded review and enter your comments in designated areas. You then may select 'Save' to save work and return back later or hit 'Save' and 'Complete' to save and publish the completed self-evaluation to your Manager. Note: Your Manager cannot see your comments unless you select 'Complete'.



B. Viewing Shared Review and Acknowledging your Review

1. You should receive an e-mail notification once your manager shares your review document with you. Select the URL link in order to view the document.



Your manager has shared Review Cycle: July-June, 07/01/2018 - 06/30/2019 with you

PeopleSoft@peoplesoft.com
Wed 5/20/2020 9:36 AM
To: Moody Employee

This automatic notification is to alert you that your manager has shared Review Cycle: July-June document with you and it is now ready for your review and initial employee comments.

Your manager will be contacting you to schedule an in-person review meeting if you have not already met to discuss the review. The final review will be due 06/07/2019.

Follow this link https://hcm92te.moody.edu/psp/HCM92TE/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.EP_NOTIFY.GBL?EP_APPRAISAL_ID=5114&EP_REVIEWER_ID=1616395&EP_ROLE=M&EP_USER_ROLE=E&TRANS_NAME=ROST-REVIEW to go directly to your prepared Review Cycle: July-June.*

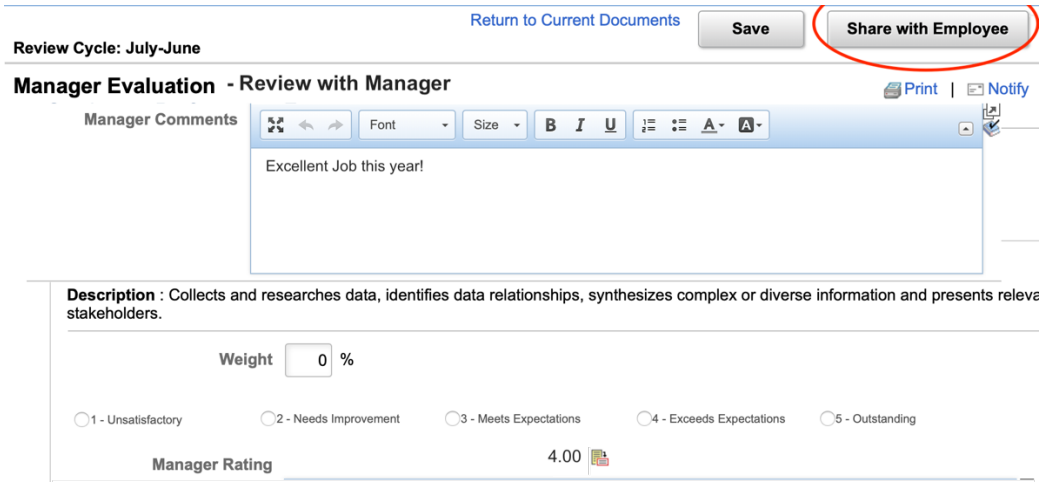
*It is recommended that you login to www.my.moody.edu in your default browser before activating the link above.If you still experience issues activating the link above try copying and pasting the link into a new browser.

Otherwise download and review the ePerformance Guide on the HR Learning & Development website (found on my.moody.edu>directory by department) or call x4483 for additional resources.

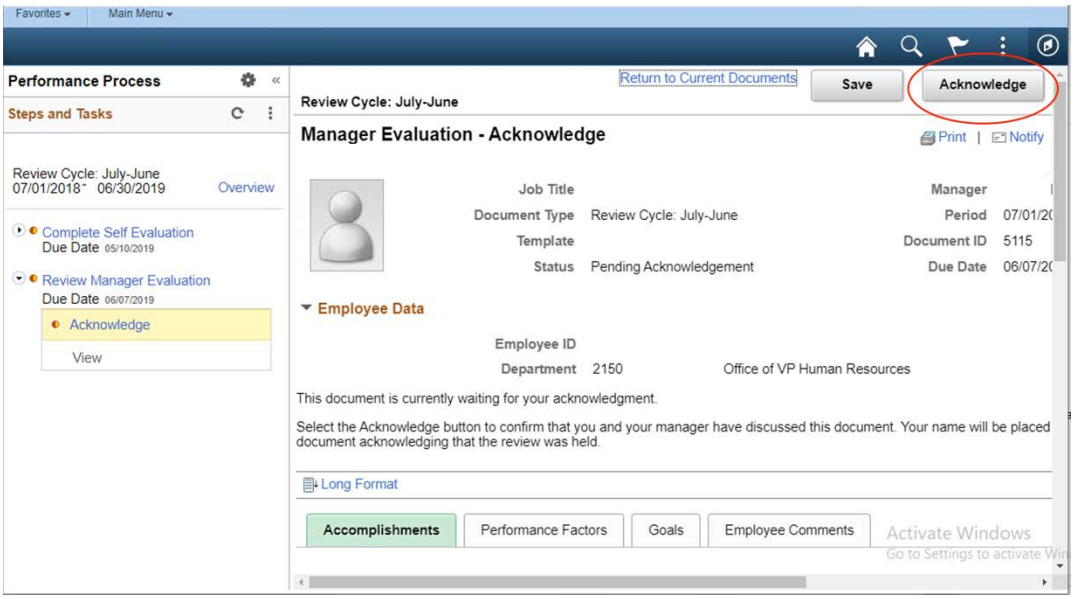
(Please do not respond to this automatic notification.)

2. Once you have access to the document select 'Expand All' to open all sections of the document.

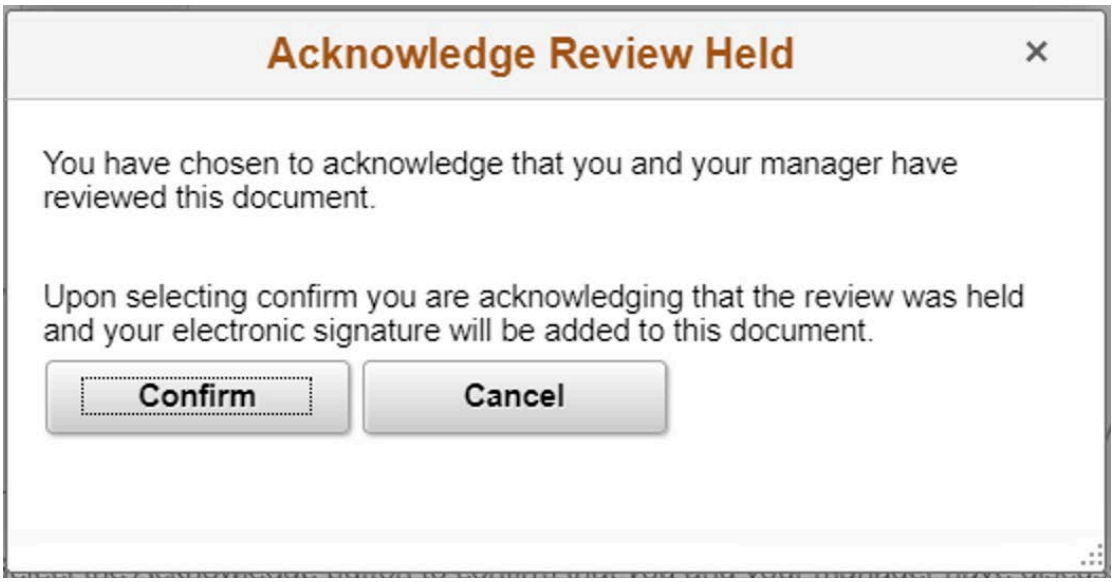
3. After reviewing the document you will have the ability to make comments in the last section of the review entitled 'Employee Comments'. *Note: you will be able to edit this section up until you acknowledge the review and your reviewer will be able to see your new comments anytime you hit 'Save'.

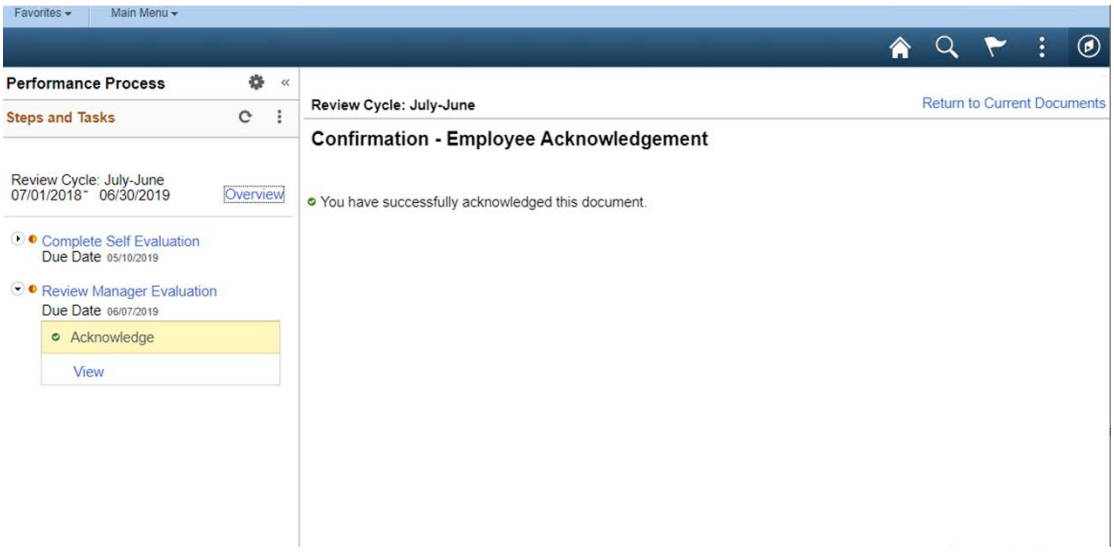


4. Once your review has been finalized and you have met in person to discuss the review in detail your next step is to acknowledge the review.
5. Once you have accessed the review be sure to check for any updates in ratings or comments from your Manager. Finalize your employee comments in the last section before acknowledging and **be sure to save your work often as you draft new material.** When you are ready to acknowledge the review select 'Acknowledge' in the top right corner of the document.



6. Select 'confirm' on the next page. Look for green check mark confirming success. Your manager will receive a notification email notifying them that you have acknowledged the review.




Favorites
Main Menu
Performance Process
Steps and Tasks
Review Cycle: July-June
07/01/2018 - 06/30/2019
Overview
Complete Self Evaluation
Due Date 05/10/2019
Review Manager Evaluation
Due Date 06/07/2019
Acknowledge
View
Review Cycle: July-June
Return to Current Documents
Confirmation - Employee Acknowledgement
You have successfully acknowledged this document.