

# MBI ePerformance Employee Guide 2020



# ePerformance *Employee Training Guide*

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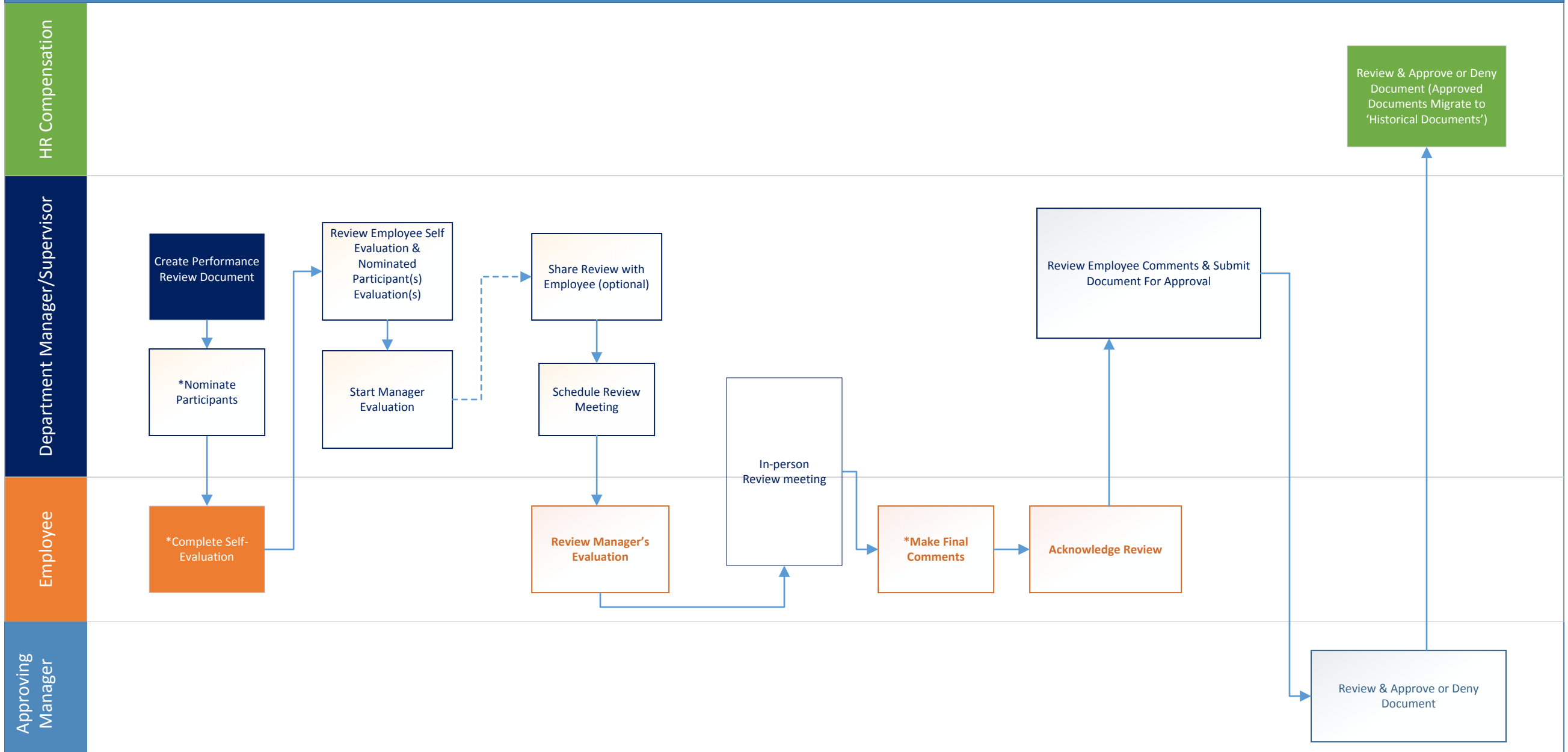
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*Complete Employee Evaluation and Publish to Manager*

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*Review, Provide Comments and Acknowledge Final Performance Document*

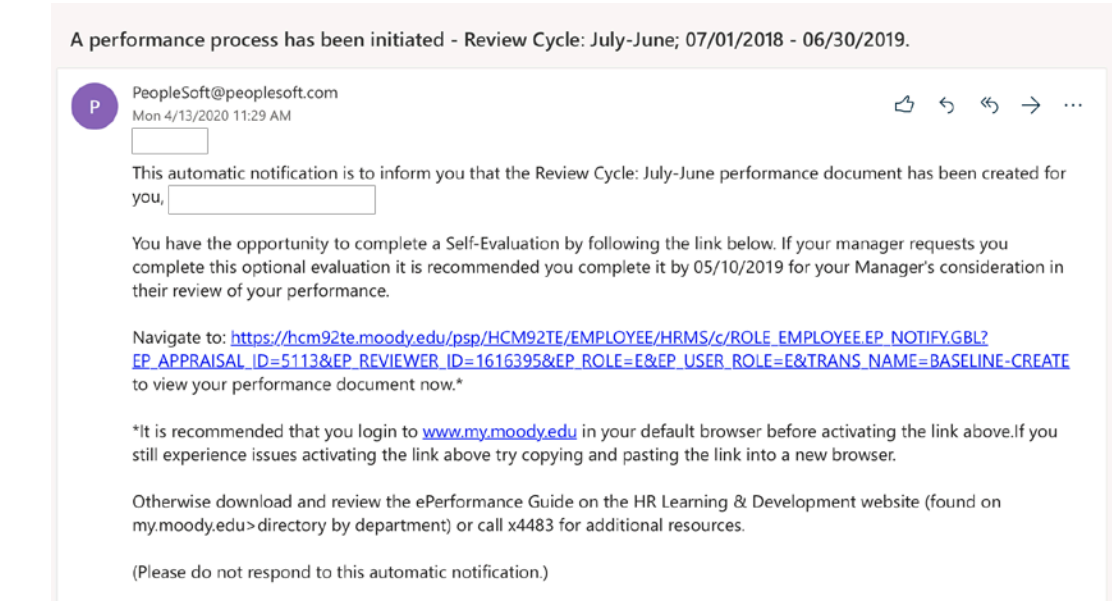
# ePerformance Employee Review Process



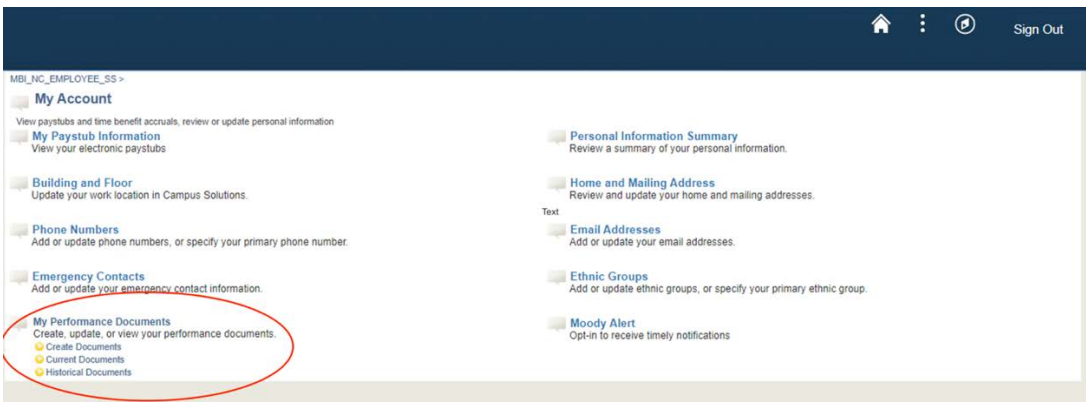
\*=Optional Function

**A. Employee Self-Evaluation**

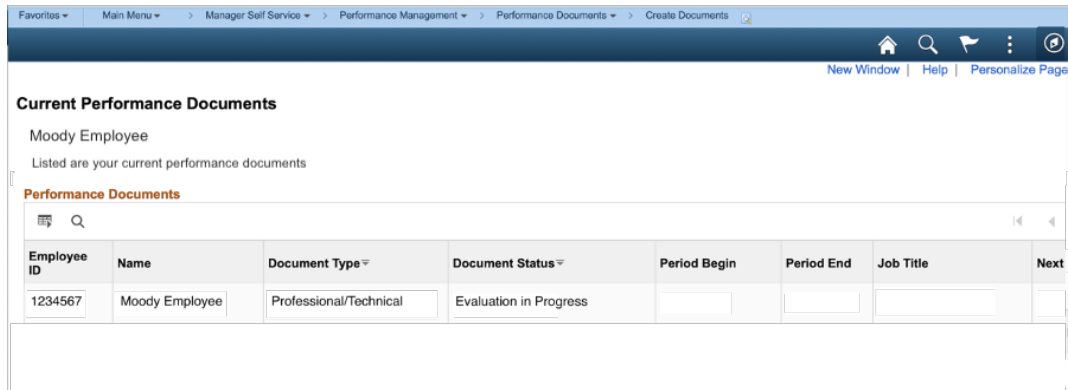
1. If you and your manager have agreed for you to complete a self-evaluation you may begin this process a few ways:
  - a. *E-mail notification:* Access your self-evaluation by clicking the link provided once your manager has created the review. It should take you to a login page use your MyMoody credential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



- 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.



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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'.

[Return to Current Documents](#)

Save

Complete

Review Cycle: July-June

### Self-Evaluation - Update and Complete

[Print](#) | [Notify](#)

#### ▼ Section 2 - Employee Goals

Enter ratings and comments for each goal listed below, if applicable.

[Expand](#) | [Collapse](#)

##### ▼ Goal 1: Goals and Objectives

**Description :** Areas of desired accomplishments, including areas of improvement, during the upcoming review period - include measurer target dates for completion.

Employee Comments

1. Develop Leadership Skills  
2. Collaborate with other departments

Created By Template

04/13/2020 11:29AM

## 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.

## ePerformance Employee Guide

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](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](http://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](http://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'.

Return to Current Documents Save Share with Employee

Review Cycle: July-June

Manager Evaluation - Review with Manager Print Notify

Manager Comments

Excellent Job this year!

Description : Collects and researches data, identifies data relationships, synthesizes complex or diverse information and presents relevant stakeholders.

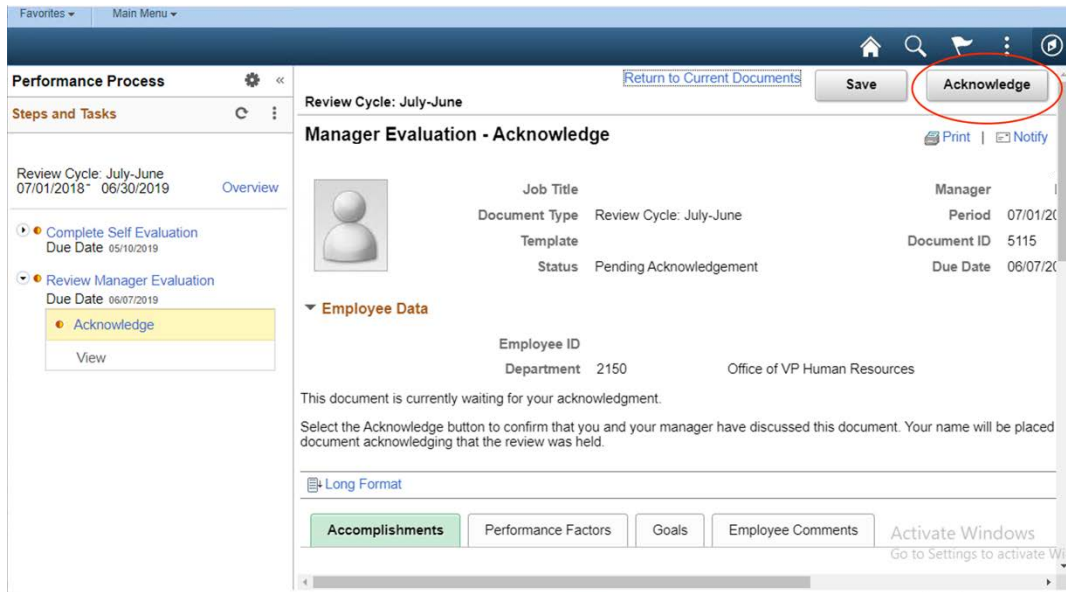
Weight  %

1 - Unsatisfactory  2 - Needs Improvement  3 - Meets Expectations  4 - Exceeds Expectations  5 - Outstanding

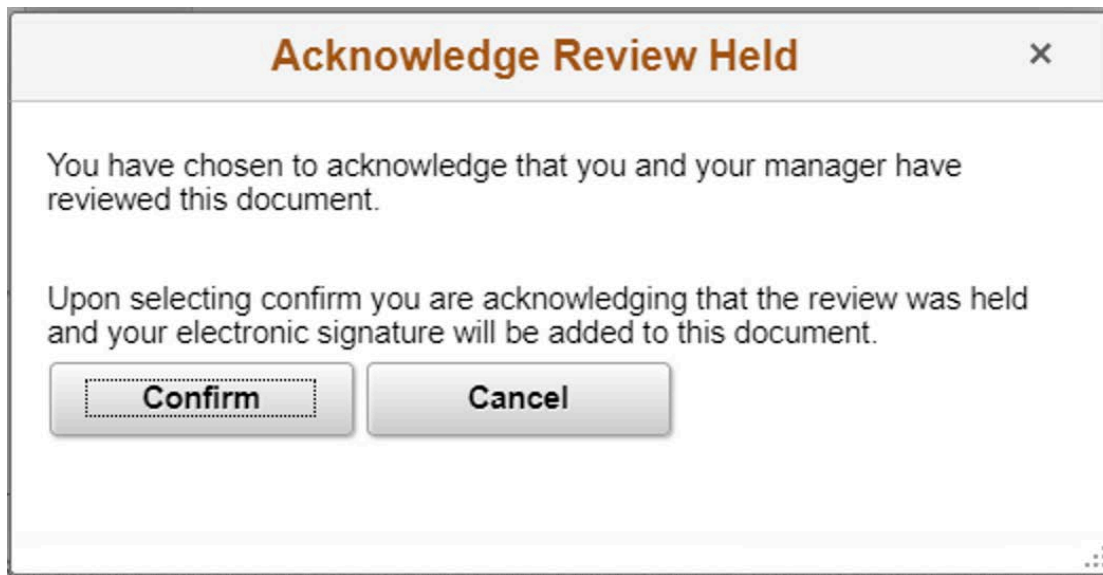
Manager Rating 4.00

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.

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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.



# ePerformance Employee Guide

The screenshot displays a web application interface for the ePerformance Employee Guide. At the top, there is a navigation bar with 'Favorites' and 'Main Menu' dropdowns on the left, and icons for home, search, flags, and a profile on the right. Below the navigation bar, the main content area is divided into two sections. On the left, a sidebar titled 'Performance Process' contains a 'Steps and Tasks' section with a refresh icon and a list of tasks. The first task is 'Complete Self Evaluation' with a due date of 05/10/2019. The second task is 'Review Manager Evaluation' with a due date of 06/07/2019, which is expanded to show a sub-task 'Acknowledge' that is highlighted in yellow and has a 'View' button below it. The main content area on the right is titled 'Review Cycle: July-June' and includes a 'Return to Current Documents' link. Below this, the heading 'Confirmation - Employee Acknowledgement' is followed by a green checkmark icon and the text 'You have successfully acknowledged this document.'

Performance Process

Steps and Tasks

Review Cycle: July-June [Return to Current Documents](#)

Confirmation - Employee Acknowledgement

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](#)

You have successfully acknowledged this document.