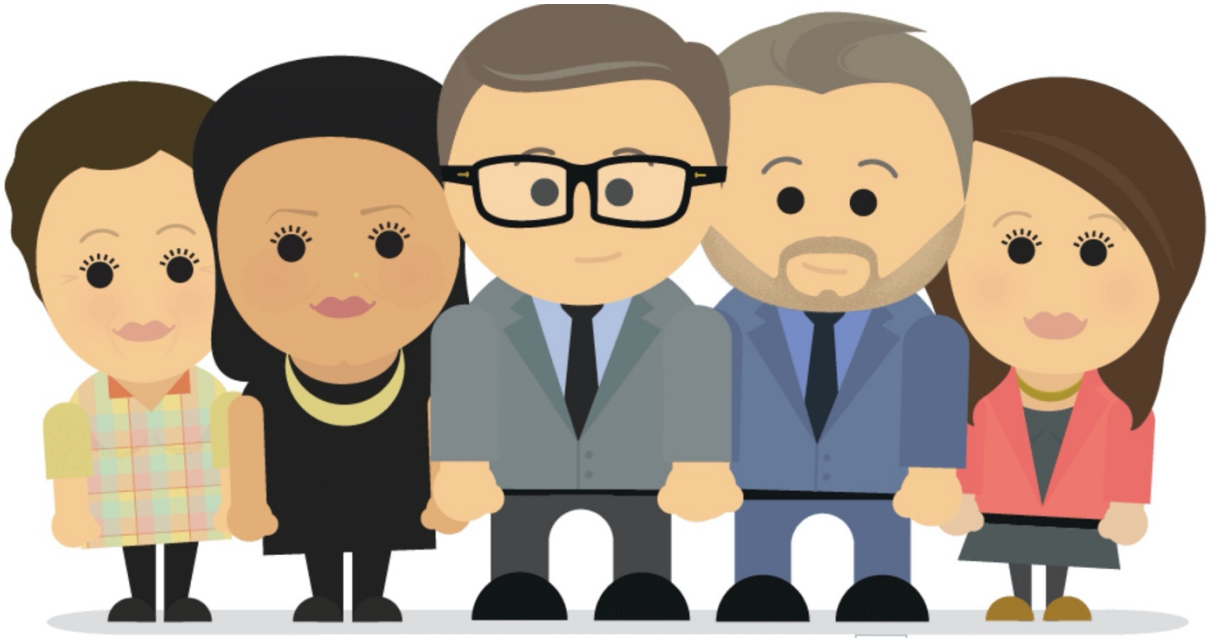
2021 ePerformance Manager's Guide



ePerformance *Manager Training Guide*

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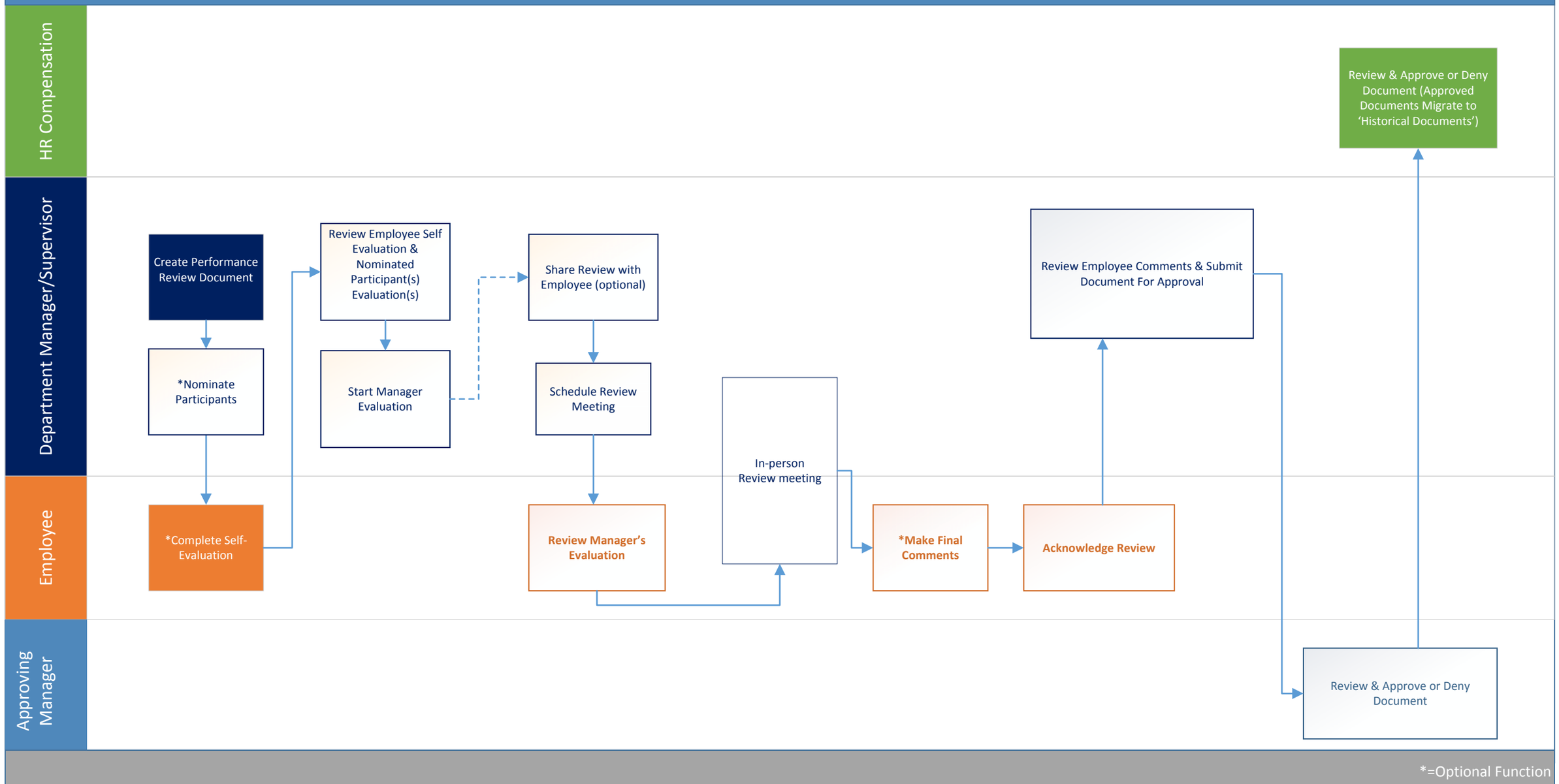
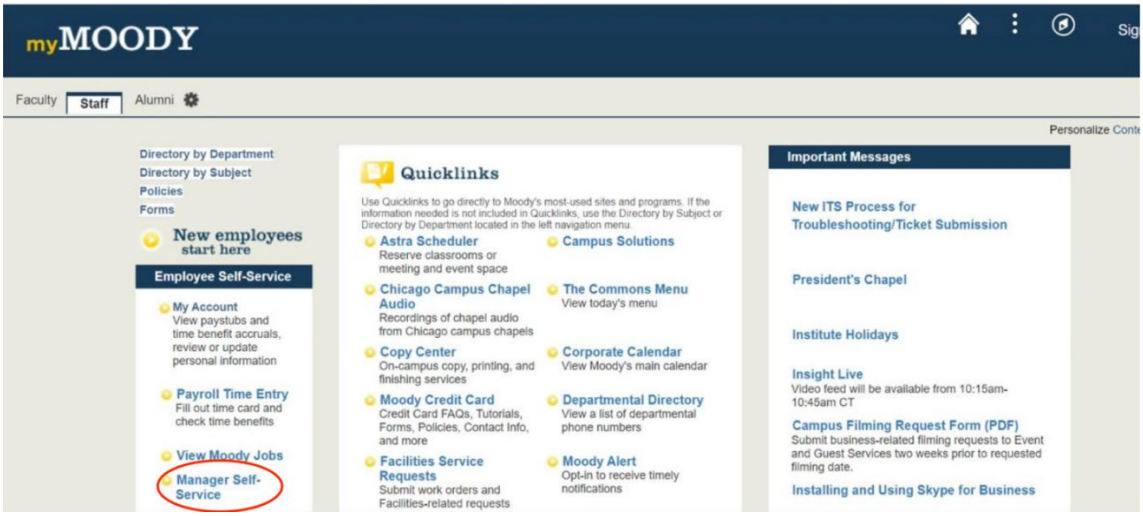
ePerformance Employee Review Process



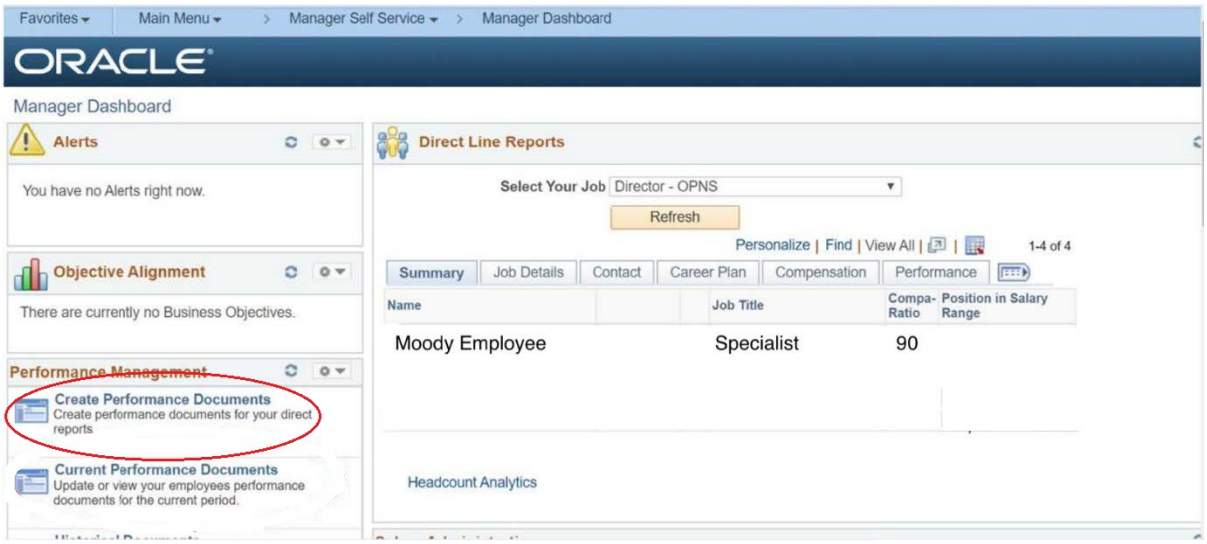
ePerformance Manager Guide

A. Creating a Performance Review Document

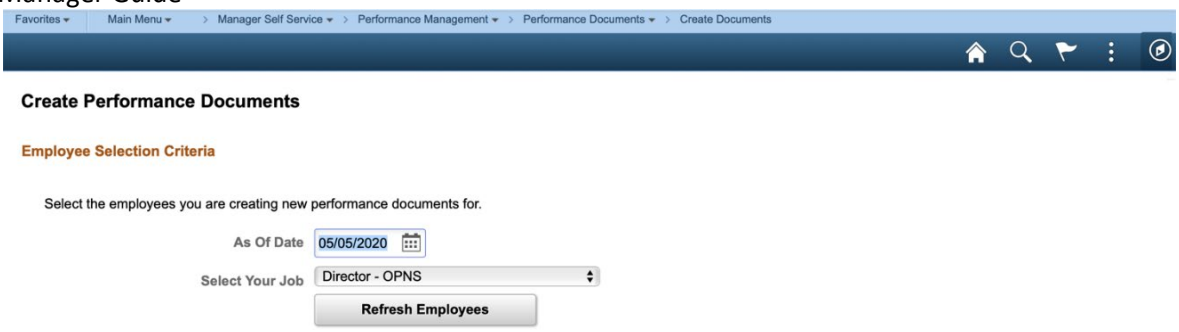
1. Login to MyMoody
2. Select 'Manager Self Service' on the left hand side of the page within the Staff tab.



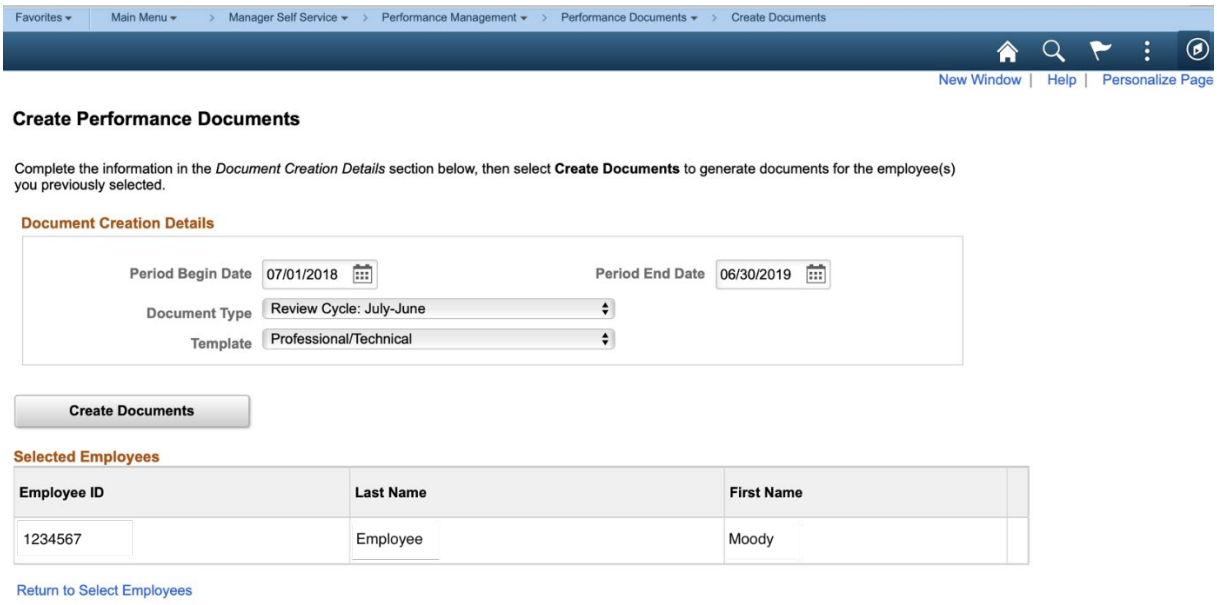
3. On your Manager Dashboard find the heading titled 'Performance Management' and select sub-heading 'Create Performance Documents' from the options within the menu.



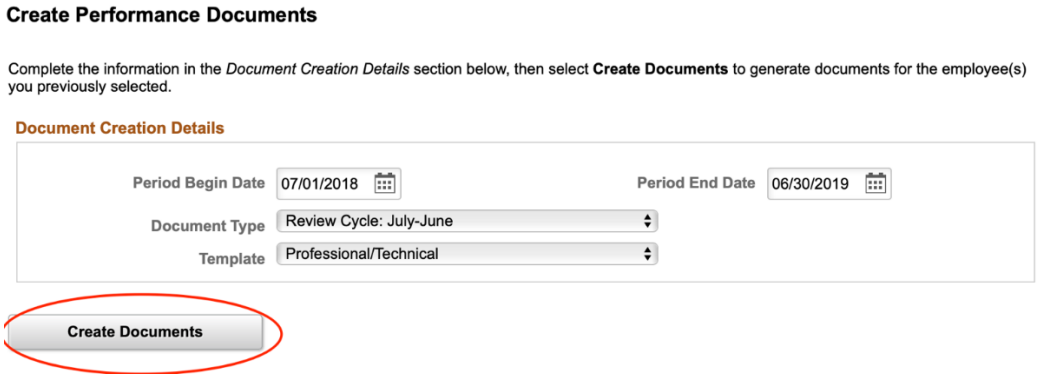
4. You will be navigated to a page where you may then select your employees for review. Select those employees you would like to review this period and select 'Continue'. Make sure your 'As of Date' shows *today's date* to guarantee your most recent reporting structure.



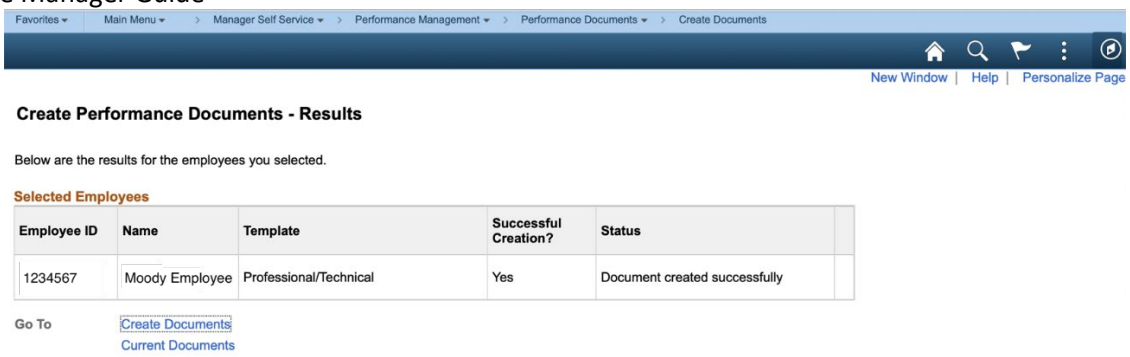
5. Also check your period begin and end dates for accuracy before proceeding- (**7/1/2020 – 6/30/2021** for all Full-time and Part-time Professional employees (including Managers) & **11/1/2020 – 10/31/2021** for Vice Presidents & Up).
6. Select appropriate performance review document for those employees you've selected and the review period. If you need to edit employees in your list select 'Return to Select Employees' at the bottom of your employee list.



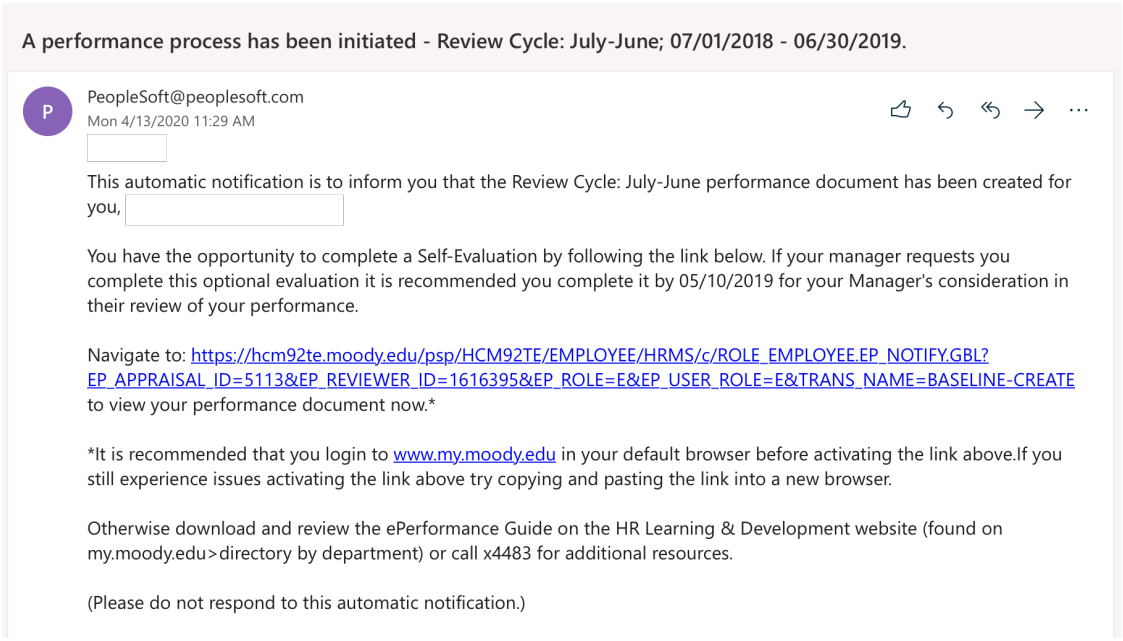
7. When you are ready to create your document(s) select the button 'Create Documents'.



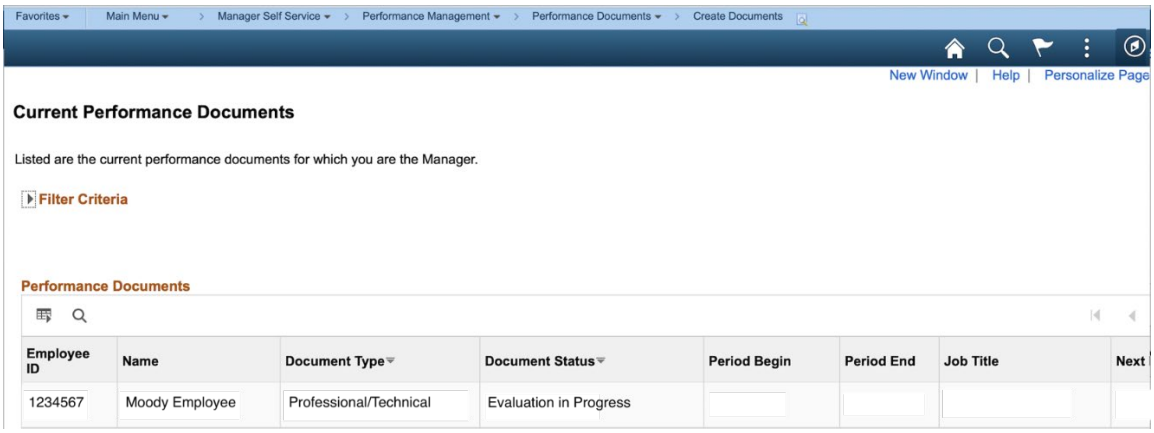
8. Next you will get a results page notifying you of your successful creation of a performance review document. Select 'Current Documents' to begin working with your documents.



9. Once your documents have been created your employee(s) will immediately get a notification (similar to below) in their email inbox that a review document has been created for them. They may use this URL provided to begin their self-evaluation. *If there are issues with the URL, your employee can access their review through MyMoody*

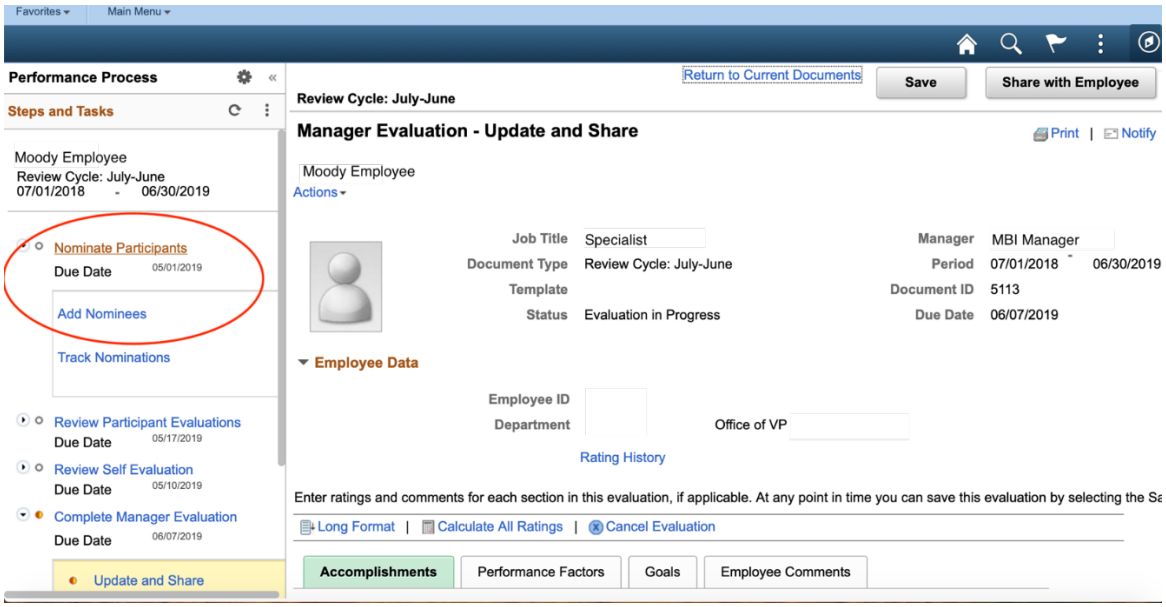


10. Within your current document bank select the name of the individual review you would like to begin working on by clicking the blue link within the name column.

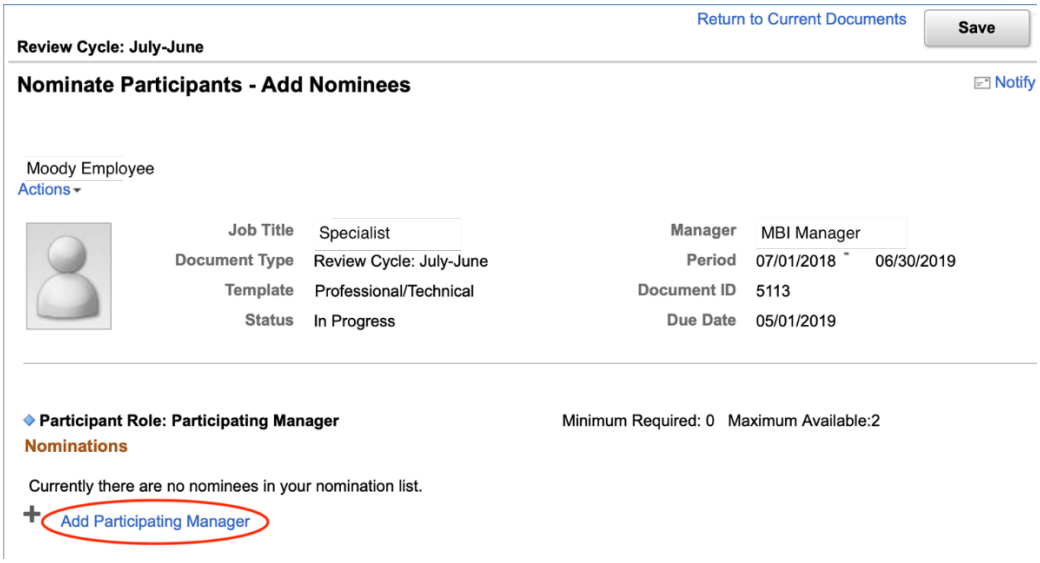


B. Nominating Participating Managers – *this is a great optional feature when the primary reviewing manager wishes to nominate an additional manager to provide feedback on their employee's performance for the period. This is ideal for dotted line reporting relationships or matrix structures. Note: Employees' will not be able to see participants comments.*

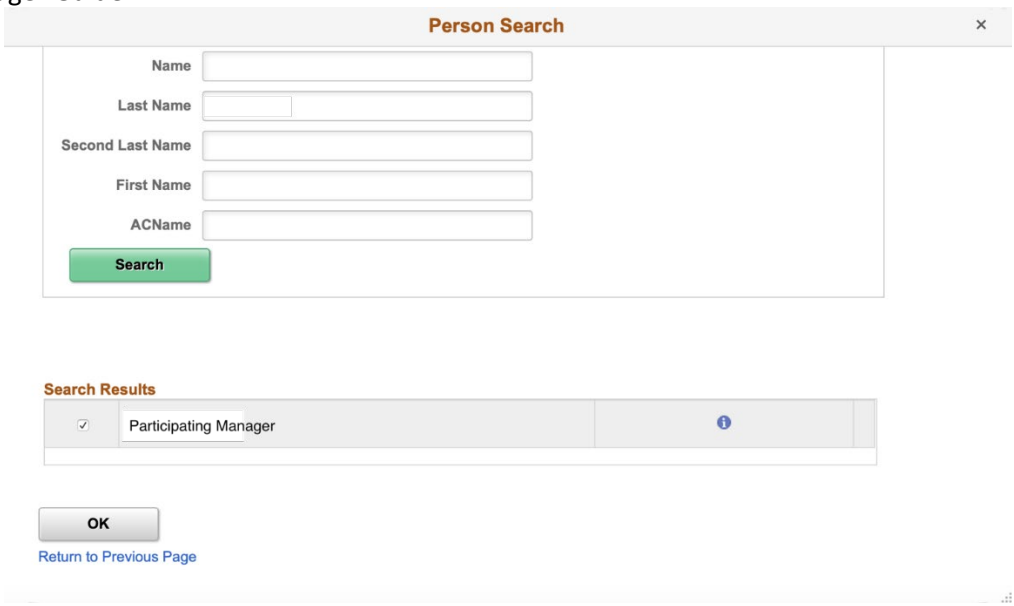
1. Within the document, navigate to the menu on the left hand side and select the hyperlink titled 'Nominate Participants' and then select 'Add Nominees'.



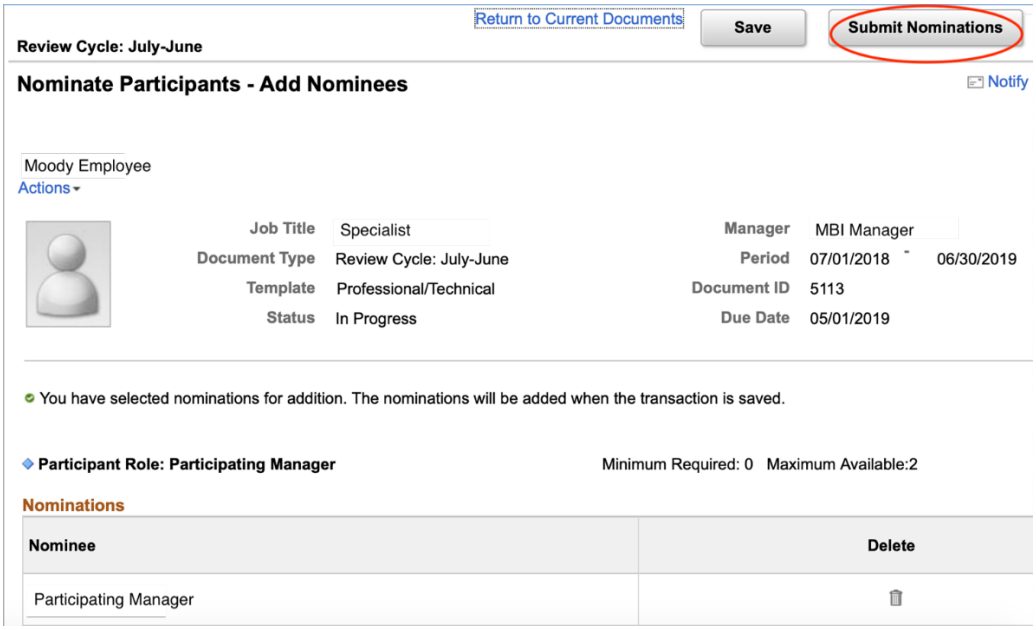
2. To add your own Manager or another Manager of your choosing, select 'Add Participating Manager'. You may have a maximum of two participating managers providing feedback for any one employee review.

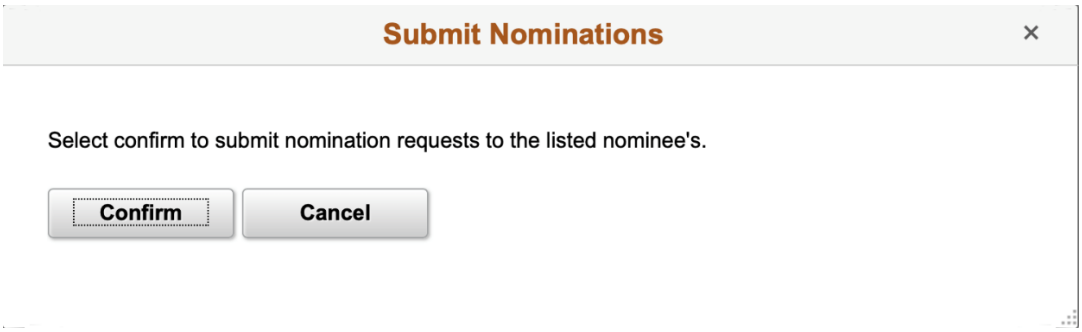


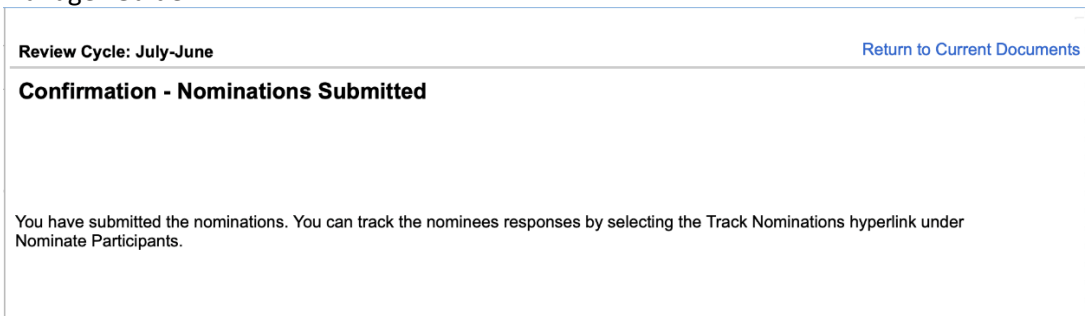
3. Enter search criteria to locate the manager you would like to nominate. From the search results check the box next to the name of the manager and select 'Ok'.



4. Review your nomination on the following page and select the 'Save' button to save your nominations and the 'Submit' button in the top right corner of the page when you are ready to send requests to your nominees. On the next page select 'Confirm' you should then receive a confirmation page.







5. After you have submitted your nomination requests, your nominee(s) will receive an e-mail (similar to below) notifying them that they have been nominated to participate in a review. They can then use the URL provided to accept the nomination and begin providing feedback for the review.

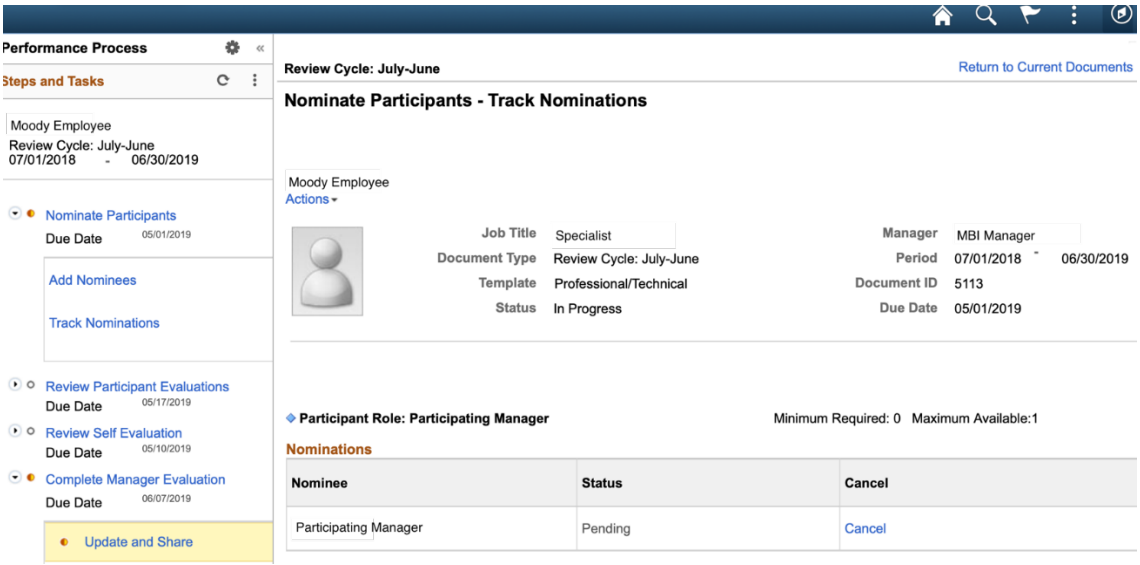
This e-mail notification is to inform you that a request has been submitted for your participation in the review of Moody Employee, 567 for periods: 07/01/2018 - 06/30/2019.

Follow this link to access the review and accept or reject your nomination for participation: https://hcm92te.moody.edu/psp/HCM92TE/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.EP_NOTIFY.GBL?EP_APPRAISAL_ID=5113&EP_REVIEWER_ID=4214337&EP_ROLE=E&EP_USER_ROLE=O&EP_DOC_USAGE=P&TRANS_NAME=NOM-SUBMIT

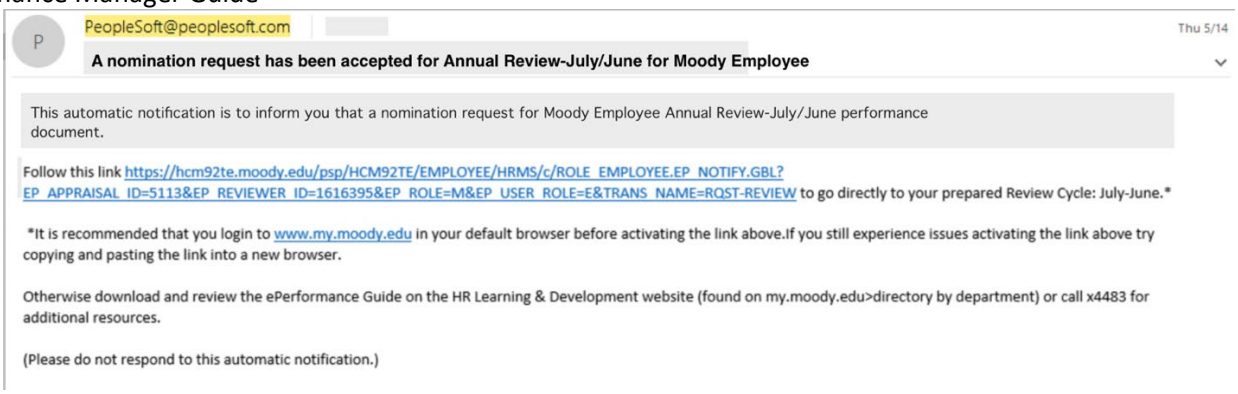
It is recommended that you login to www.my.moody.edu in your default browser before activating the link above.

(Please do not respond to this automatic notification.)

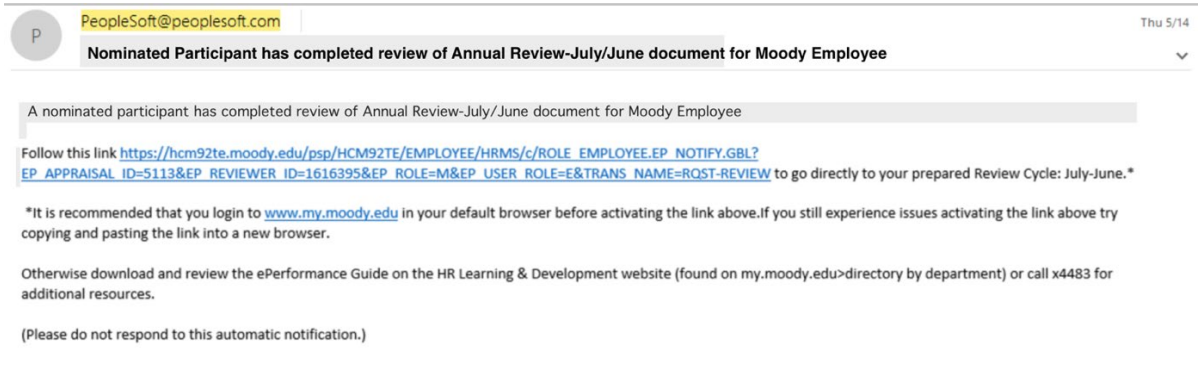
6. To check the status of your nomination request(s) you can select 'Track Nominations' under the left side heading 'Nominate Participants'. You will see your nominees' status will either being pending, accepted, or denied. You may also cancel your nomination request on this page.

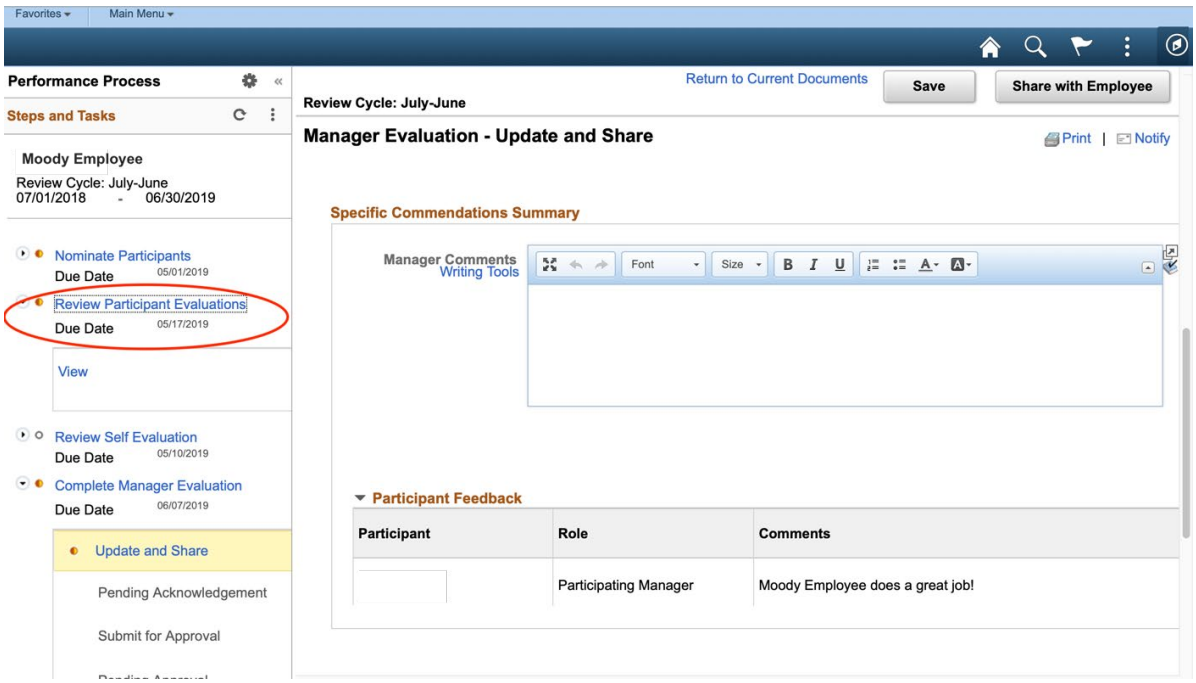


7. Once your nominee(s) has accepted your nomination you will receive an e-mail notification (similar to the one below).



8. Additionally, once your nominee(s) have provided feedback on your employees' performance you will receive an e-mail notification and they will be listed as an additional participant on your review. You will be able to view their ratings and comments from the left hand menu under the heading 'Review Participant Evaluations' then 'View'. This will open a new browser window so be sure any pop-blockers are disabled on your internet browser. Note: Please use this view of participants' feedback to copy and paste their feedback into your manager document.



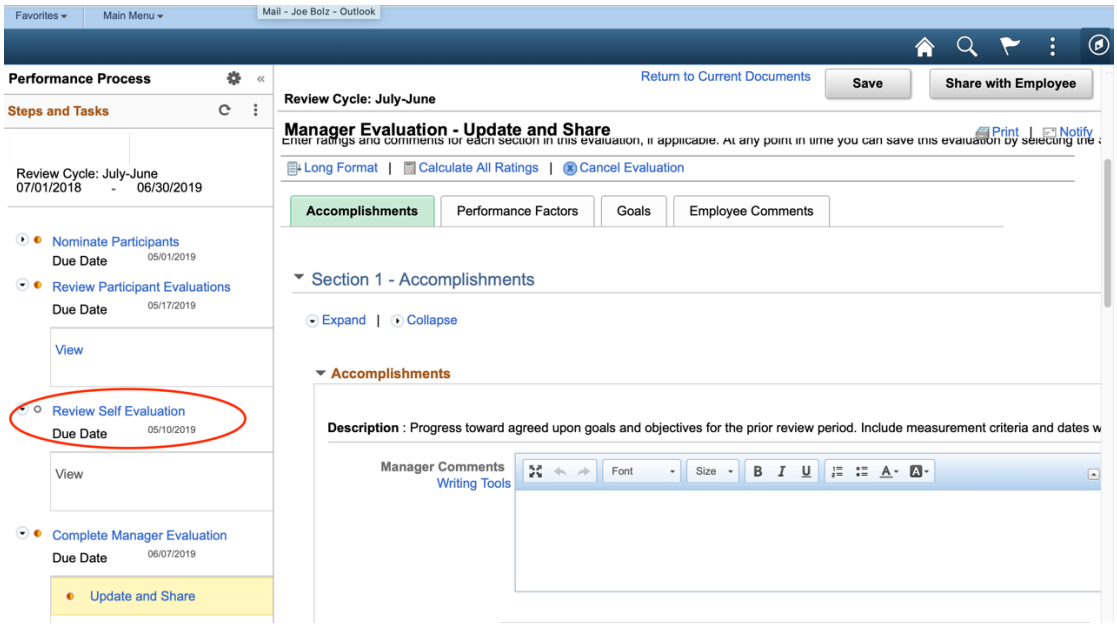


C. Viewing Employees' (Optional) Self-Evaluation

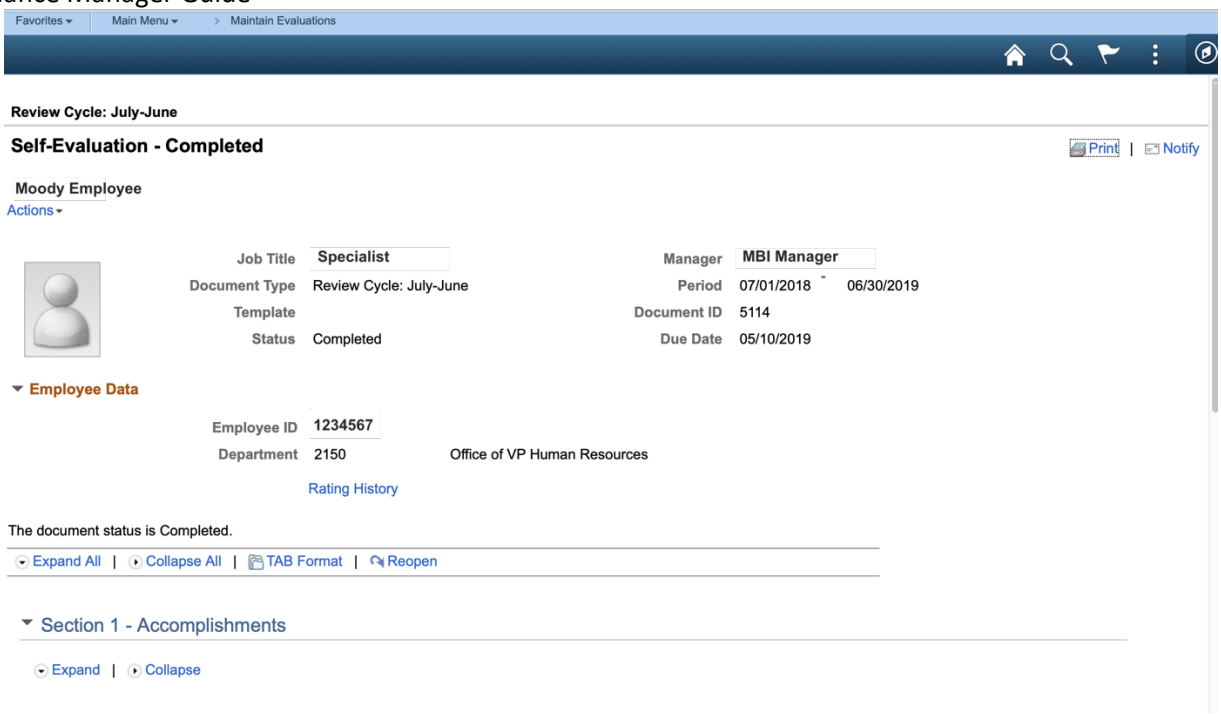
1. You should get an e-mail notification (similar to below) when your employee has completed the self-evaluation. Select the URL link provided to access their comments.

> Moody Employee (1234567) has completed the Employee Self Evaluation for Review Cycle: July-June, 07/01/2018 - 06/30/2019.
>
> Navigate to: https://hcm92te.moody.edu/psp/HCM92TE/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.EP_NOTIFY.GBL?EP_APPRAISAL_ID=5113&EP_REVIEWER_ID=0369983&EP_ROLE=M&EP_USER_ROLE=M&TRANS_NAME=EMPDOC-COMPLETE to view your employees self-evaluation 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.)

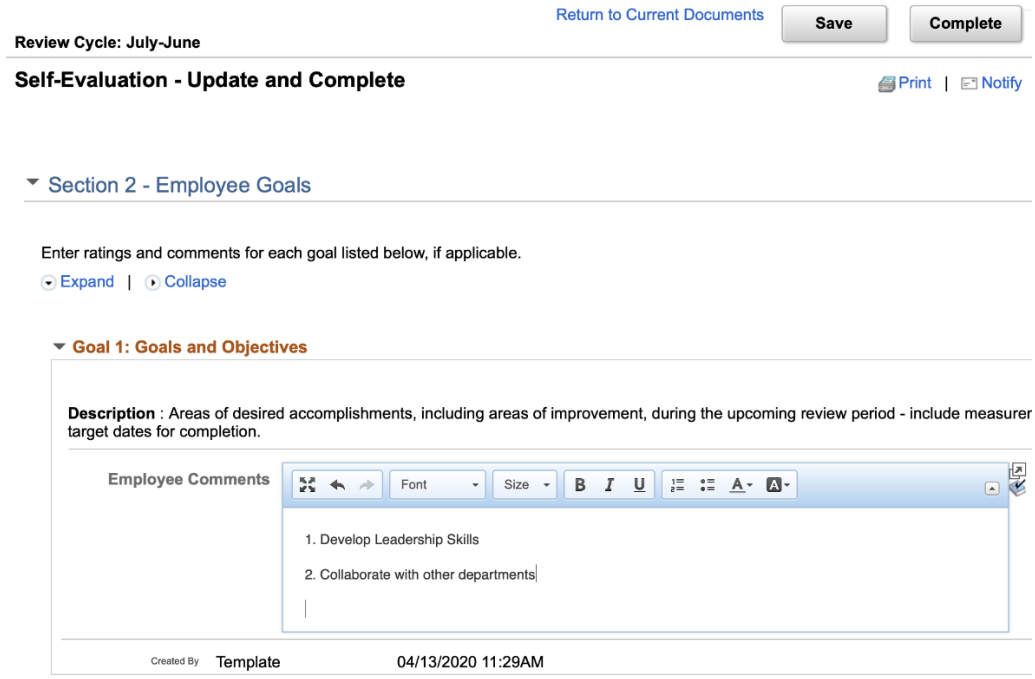
2. You will be navigated to your evaluation. Select 'Review Self-Evaluation' on the left hand side menu of the page then 'view' – be sure any pop-blockers are disabled on your internet browser.



3. Within the Self-Evaluation select 'Expand All' to see the expanded evaluation form and all its contents.



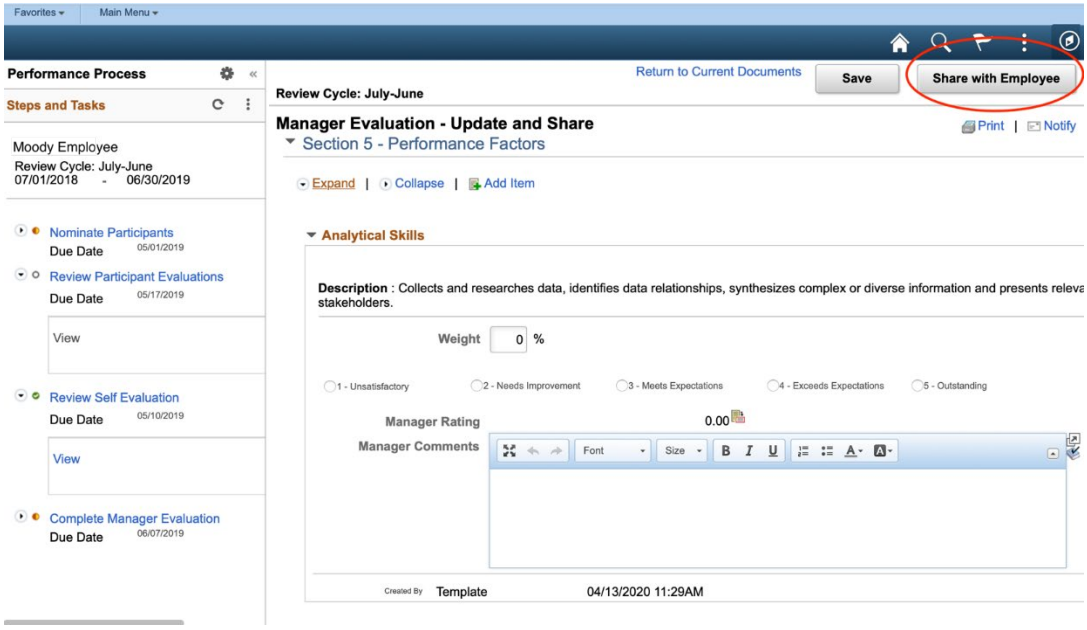
4. You should then see your employees' commentary within any sections titled 'Employee Comments'. If your employee has not completed their self-evaluation you will see 'Employee has not completed their self-evaluation' within the employee comments fields.

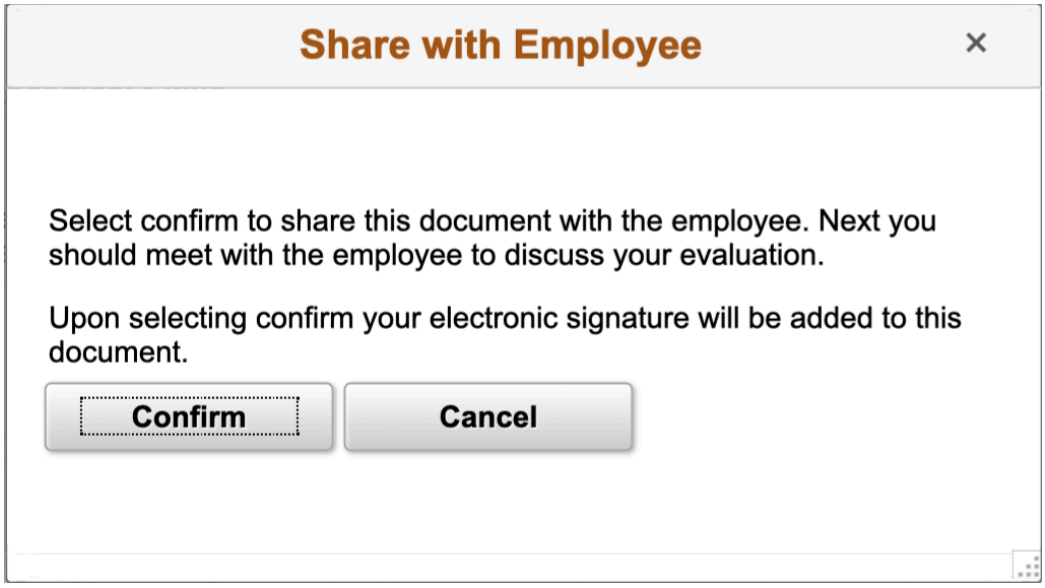


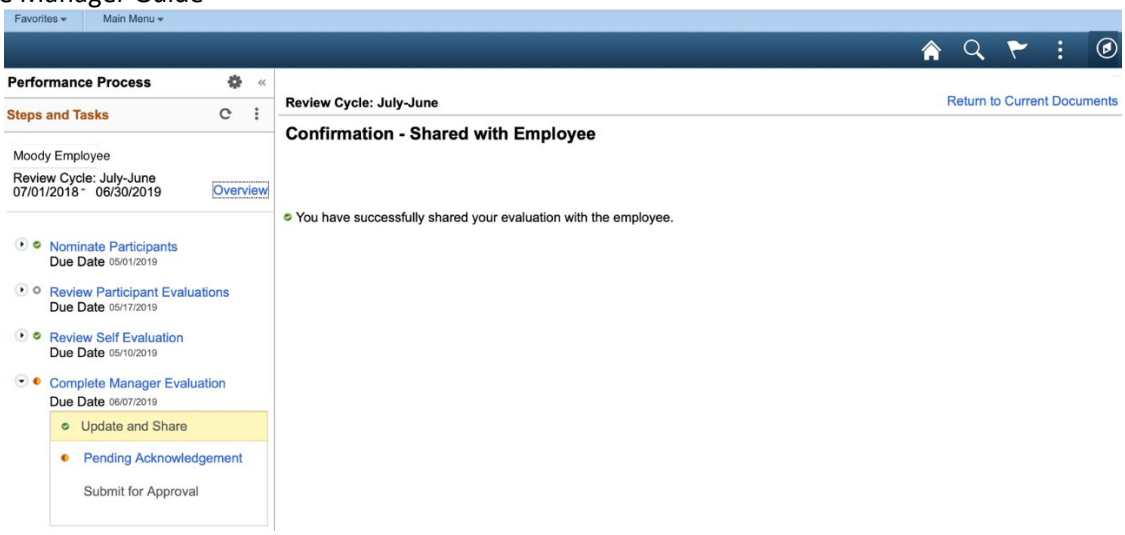
5. You should also see employee comments within your own performance document – these comments will be published with your completed manager document to your approving manager and Human Resources.

D. Sharing Review with Employee & Requesting Acknowledgement

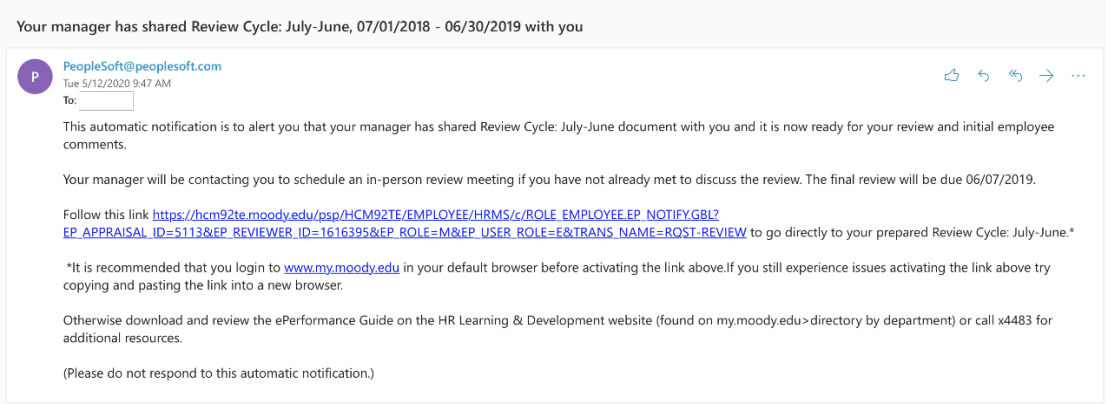
1. Once you have reviewed your employees' and participants' optional comments and made your own comments and ratings for the review you may share the review with the employee, once you do this your employee will be able to see all ratings and comments you've made. *Note: You can do this either before or after the in-person review meeting is held.
2. To do this, select 'Share with Employee' in the top right corner of the review. Then select 'Confirm'. Look for the green check mark confirming success.



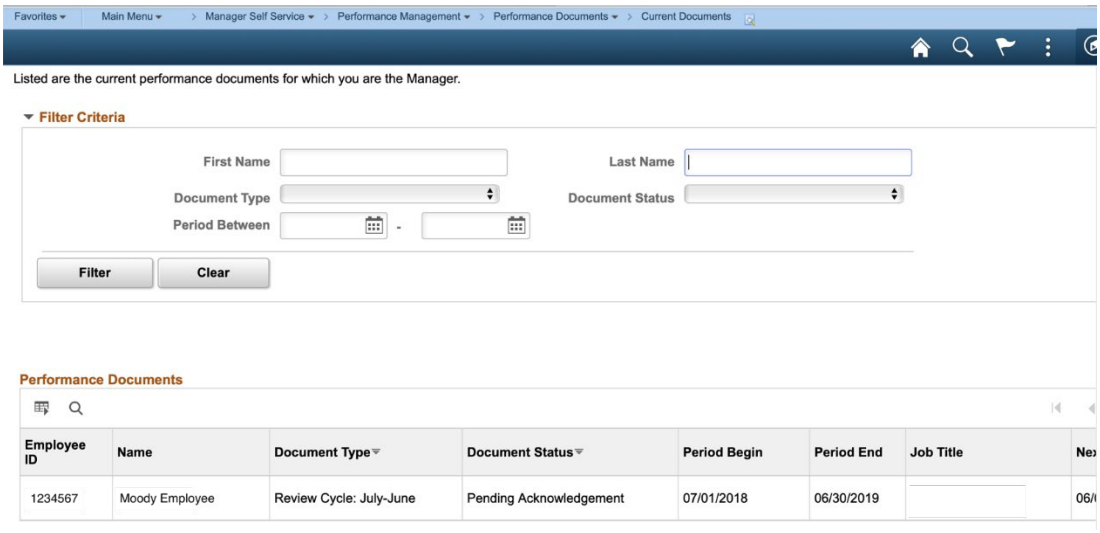




3. Your employee will get a notification (similar to below) that you have shared the document with them and they will now able to view it.

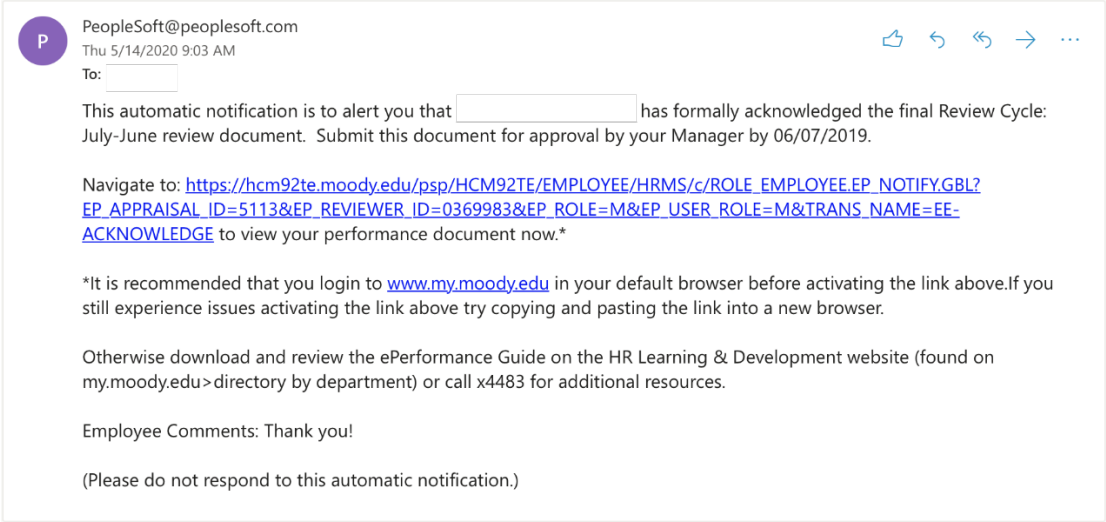


4. Once you have had one on one meeting and the review is completed and shared, it's time to request share the review with your employee, if you haven't already done so. This provides your employee the opportunity to offer their final comments and to acknowledge or "sign" the finalized review prior to approval. Check the status of your document within 'current documents' to check that your document is shared with your employee.



E. Submitting Acknowledged Performance Review

1. Once your employee acknowledges the review you will receive a notification email. Use the URL link provided to access the document and review employees' final comments before your submission.



PeopleSoft@peoplesoft.com
Thu 5/14/2020 9:03 AM
To:

This automatic notification is to alert you that [redacted] has formally acknowledged the final Review Cycle: July-June review document. Submit this document for approval by your Manager by 06/07/2019.

Navigate to: https://hcm92te.moody.edu/psp/HCM92TE/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.EP_NOTIFY.GBL?EP_APPRAISAL_ID=5113&EP_REVIEWER_ID=0369983&EP_ROLE=M&EP_USER_ROLE=M&TRANS_NAME=EE-ACKNOWLEDGE to view your performance document now.*

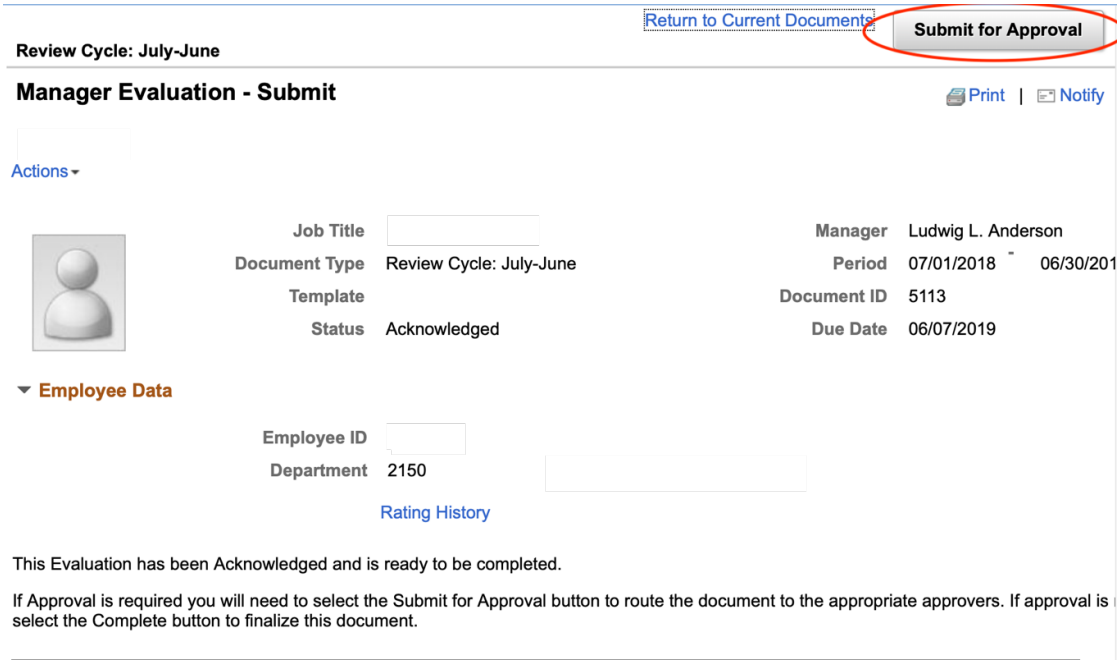
*It is recommended that you login to www.my.moody.edu in your default browser before activating the link above.If you still experience issues activating the link above try copying and pasting the link into a new browser.

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.

Employee Comments: Thank you!

(Please do not respond to this automatic notification.)

2. Select 'Expand All' to open all sections of the document and view the last section 'Employee Comments' to view employees' comments before submitting.
3. Once you have reviewed the document and you are ready to submit the document to your Manager for approval select the 'Submit for Approval' button in the top right corner of your document.



Return to Current Documents | Submit for Approval

Review Cycle: July-June

Manager Evaluation - Submit

Print | Notify

Actions

Job Title	[redacted]	Manager	Ludwig L. Anderson
Document Type	Review Cycle: July-June	Period	07/01/2018 - 06/30/201
Template		Document ID	5113
Status	Acknowledged	Due Date	06/07/2019

Employee Data

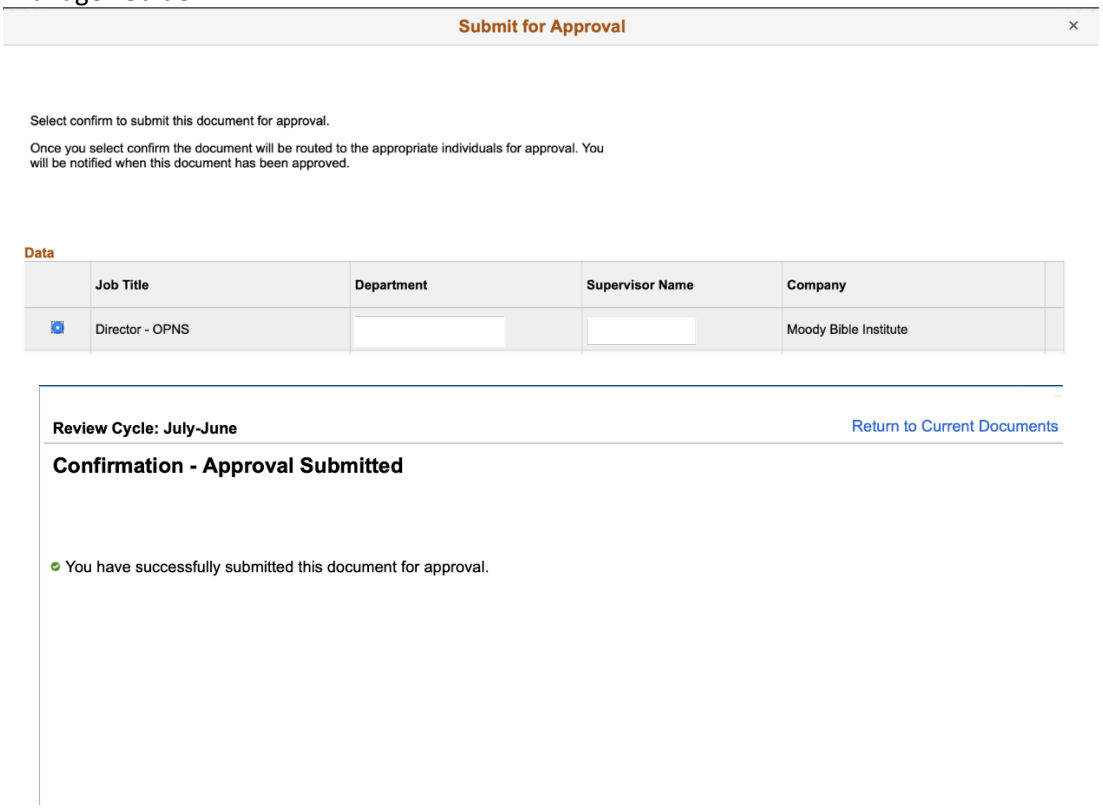
Employee ID	[redacted]
Department	2150

Rating History

This Evaluation has been Acknowledged and is ready to be completed.

If Approval is required you will need to select the Submit for Approval button to route the document to the appropriate approvers. If approval is select the Complete button to finalize this document.

4. Then select 'confirm'. Look for green check mark confirming success. At that time you should also receive an e-mail confirming document submission (similar to below).



The following request was successfully submitted for approval(s). You will be notified when it is approved or denied by each approver.

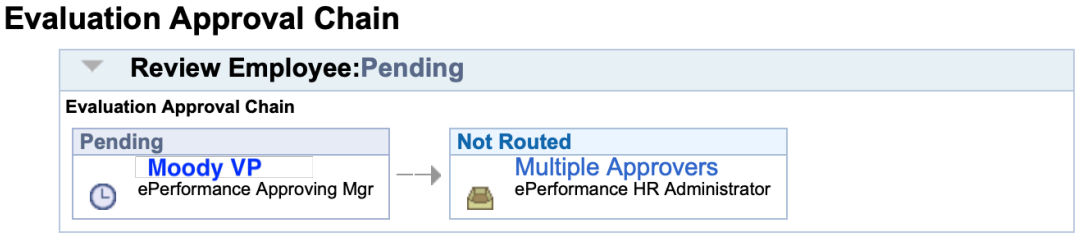
Submitted Request
Employee ID:
Employee Name:
Transaction: Performance Document

Please visit the following url for detailed information about the request:

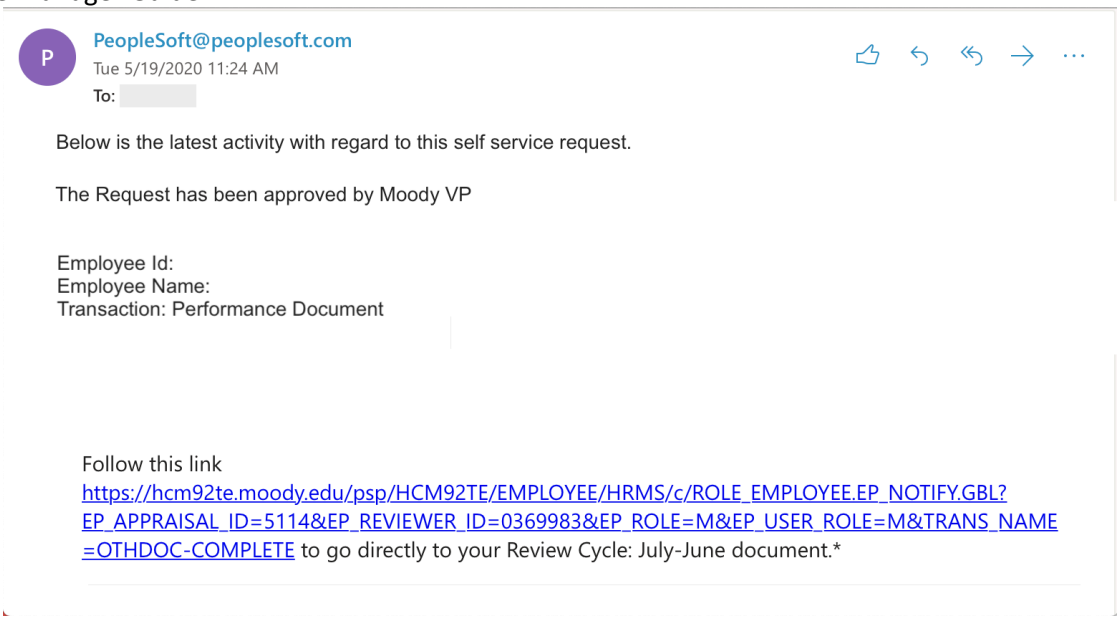
hcm92te.moody.edu/psp/HCM92TE/EMPLOYEE/HRMS/c/ROLE_MANAGER.EP_APPRAISAL_STAT.GBL?Page=EP_APPRAISAL_EE&Action=U&EP_APPRAISAL_ID=5113

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

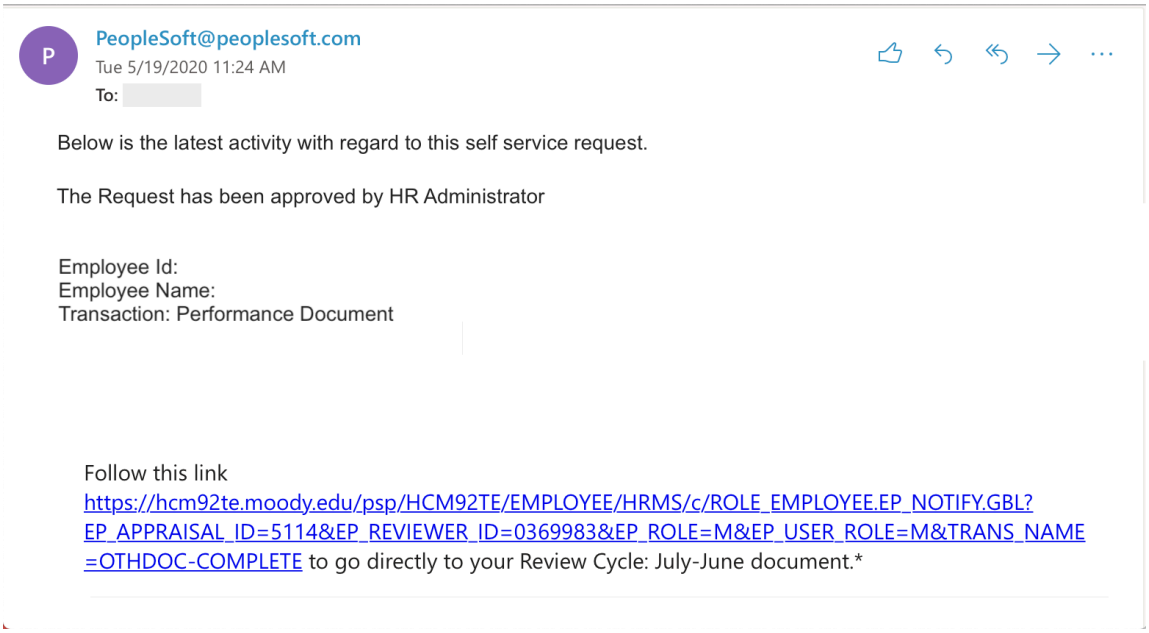
5. Select URL link provided in e-mail body to check on approval status of your submitted document.



6. Once your manager has made a decision to approve or deny your submitted document you will receive an e-mail notification regarding their decision.

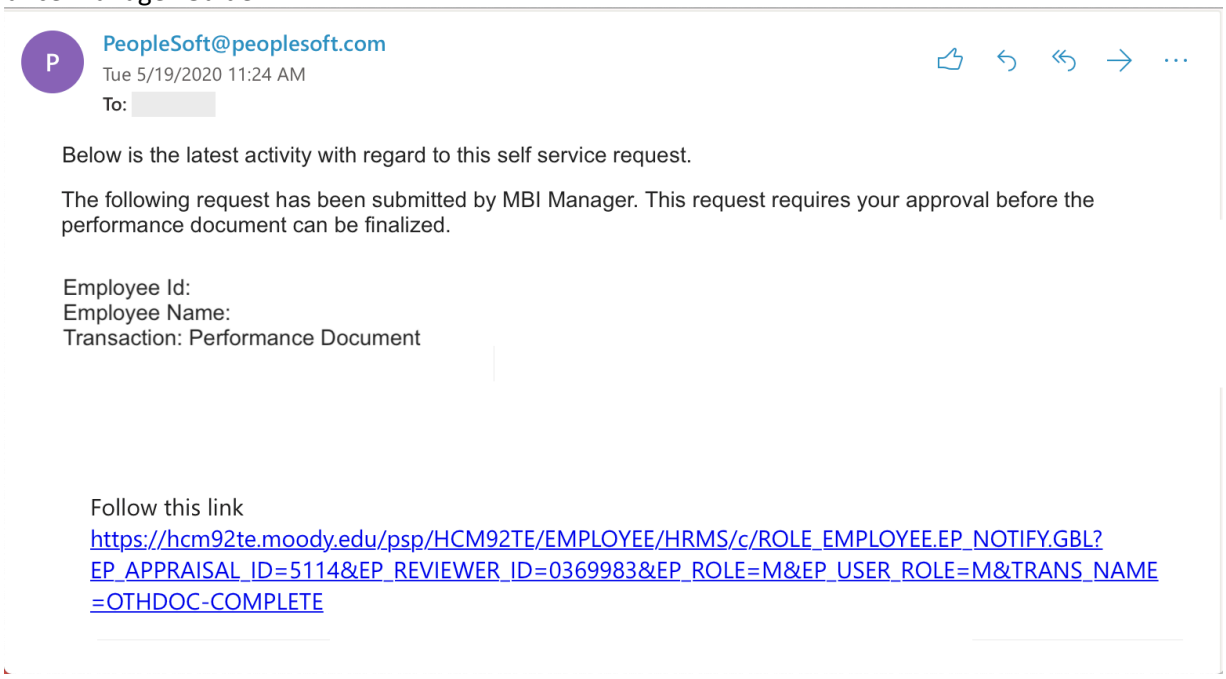


7. Given your manager approves the document, you will receive a similar e-mail regarding approval or denial by the ePerformance HR Administrator. In the event it is approved by HR you will have completed your performance review and no additional steps are required of you in regards to the ePerformance process.



F. Approving Submitted Documents – *If you have managers' performing reviews this performance review period you will be prompted by the system to approve or deny documents submitted for approval. Upon approval documents will be automatically routed to HR for approval. If denied, the document will be reset to "Evaluation in Progress" and no prior work will be lost.*

1. When your direct report submits a document for approval you will get an email notification providing a URL link for you to access the document.



PeopleSoft@peoplesoft.com
Tue 5/19/2020 11:24 AM
To:

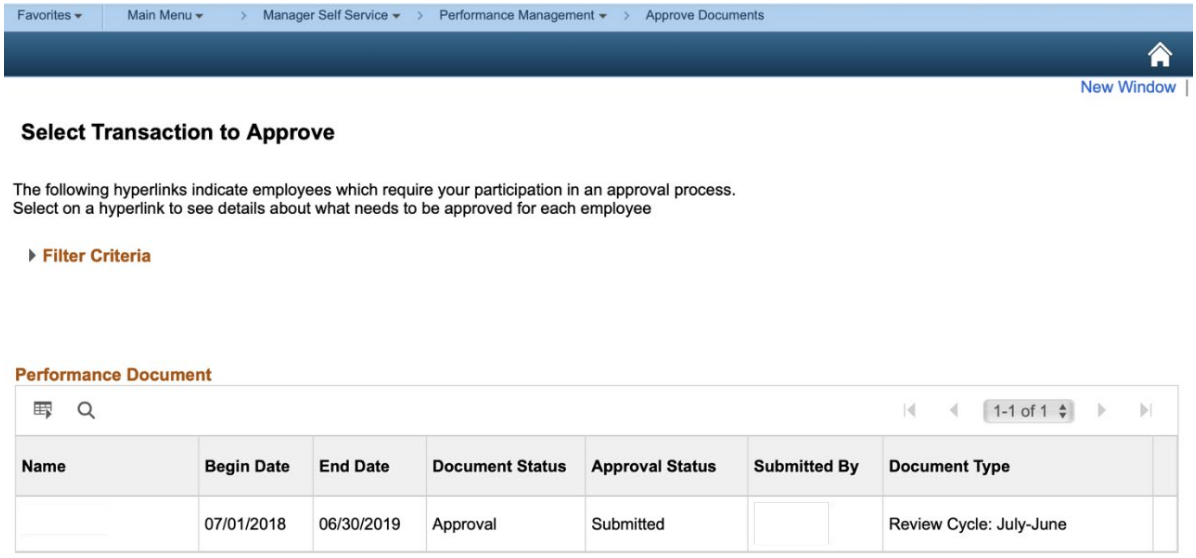
Below is the latest activity with regard to this self service request.

The following request has been submitted by MBI Manager. This request requires your approval before the performance document can be finalized.

Employee Id:
Employee Name:
Transaction: Performance Document

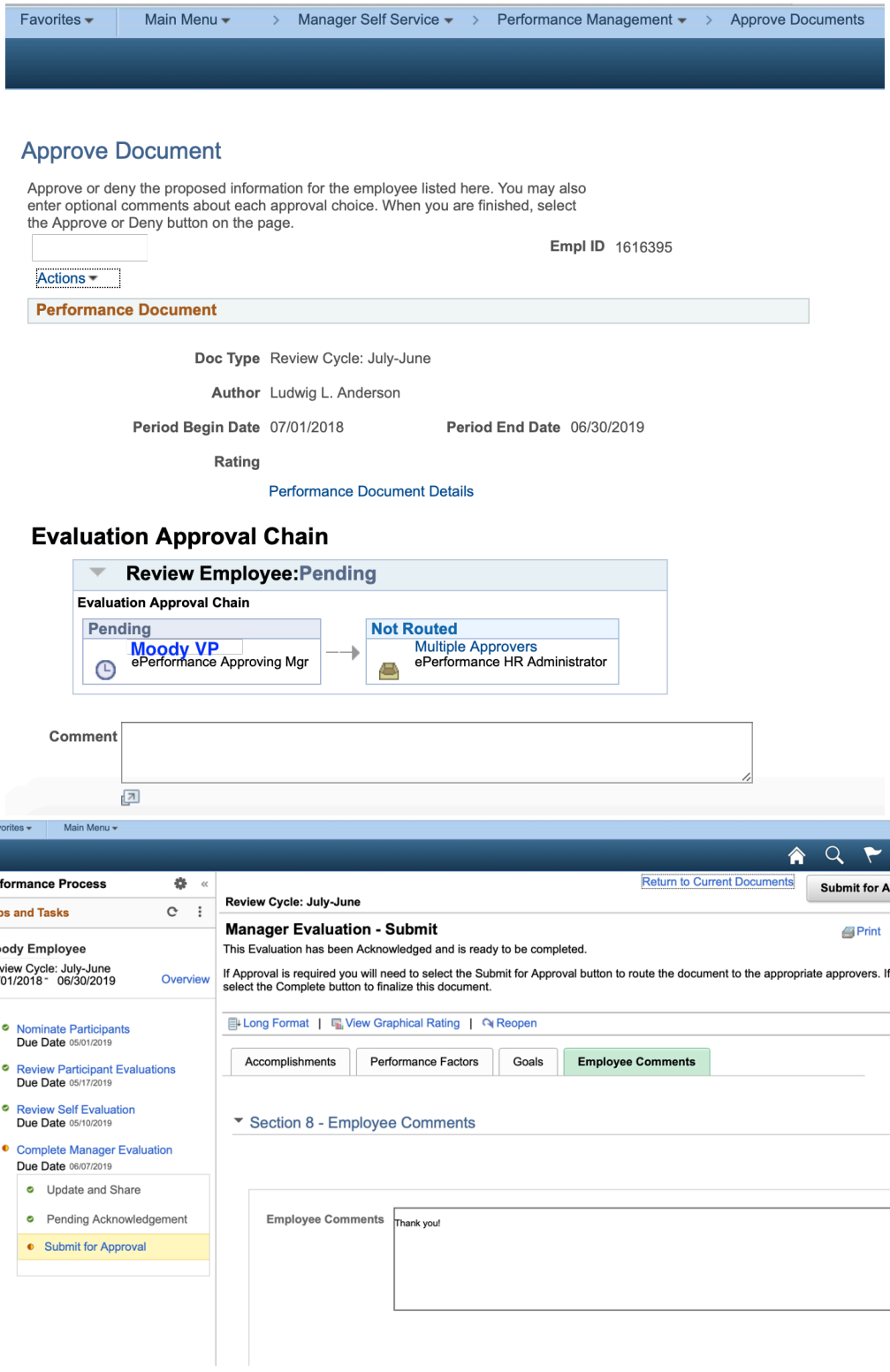
Follow this link
https://hcm92te.moody.edu/psp/HCM92TE/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.EP_NOTIFY.GBL?EP_APPRAISAL_ID=5114&EP_REVIEWER_ID=0369983&EP_ROLE=M&EP_USER_ROLE=M&TRANS_NAME=OTHDOC-COMPLETE

2. Select the document you want to work with in your approve transaction list.

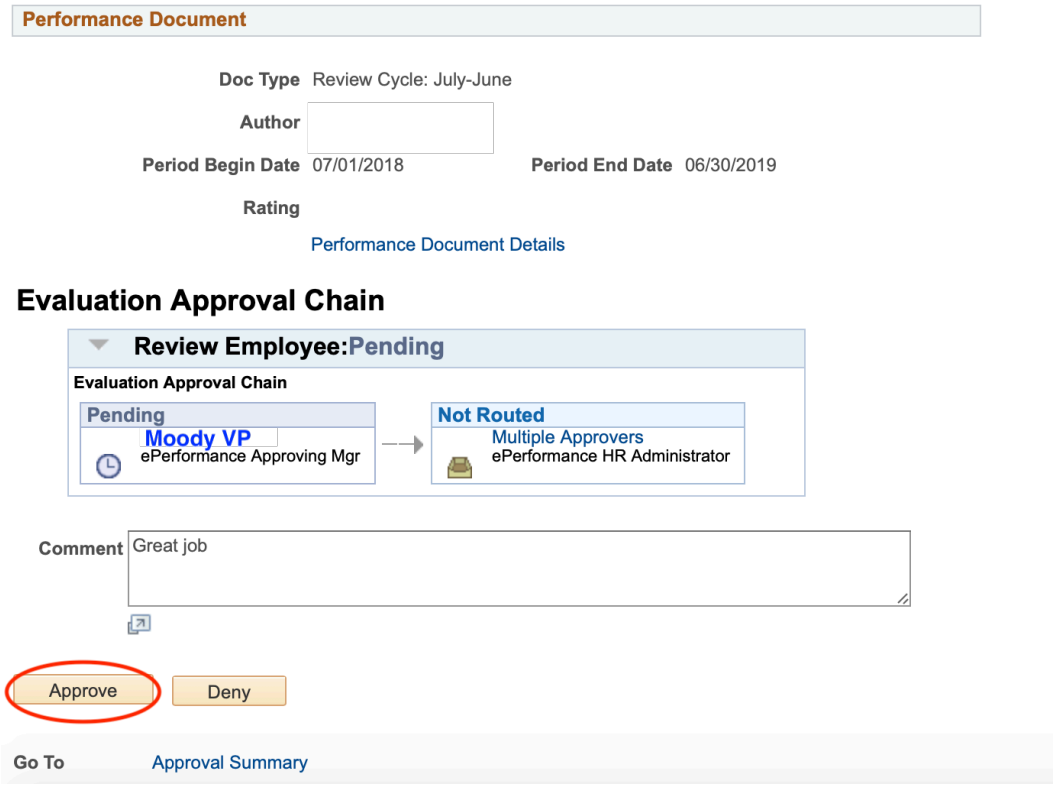


3. On the approval page you can view the document in its entirety by selecting the blue hyperlink ‘Performance Document Details’. Once you have reviewed the document you can return to your approval page by selecting the

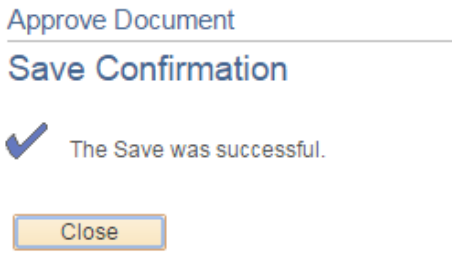
blue hyperlink at the bottom titled ‘Return to Performance Document Approval’.



4. Back in the approval page you can make comments and, based on your review of the document then select to either approve or deny the document.



5. You will receive a confirmation of your decision and your direct report will receive notification (similar to below) of your action taken.



To:

Below is the latest activity with regard to this self service request.

The request has been approved by

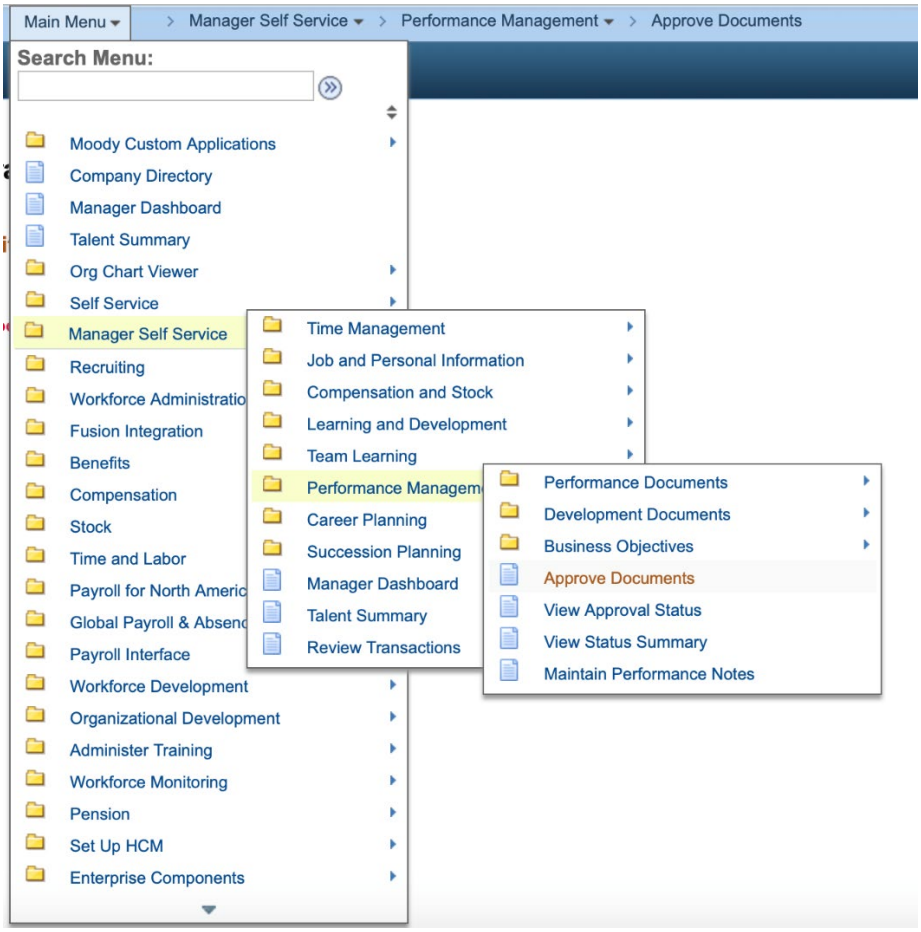
Employee Id:
Employee Name:
Transaction: Performance Document

Please visit the following URL for detailed information about the request:

hcm92te.moody.edu/psp/HCM92TE/EMPLOYEE/HRMS/c/ROLE_MANAGER.EP_APPRAISAL_STAT.GBL?Page=EP_APPRAISAL_EE&Action=U&EP_APPRAISAL_ID=5113

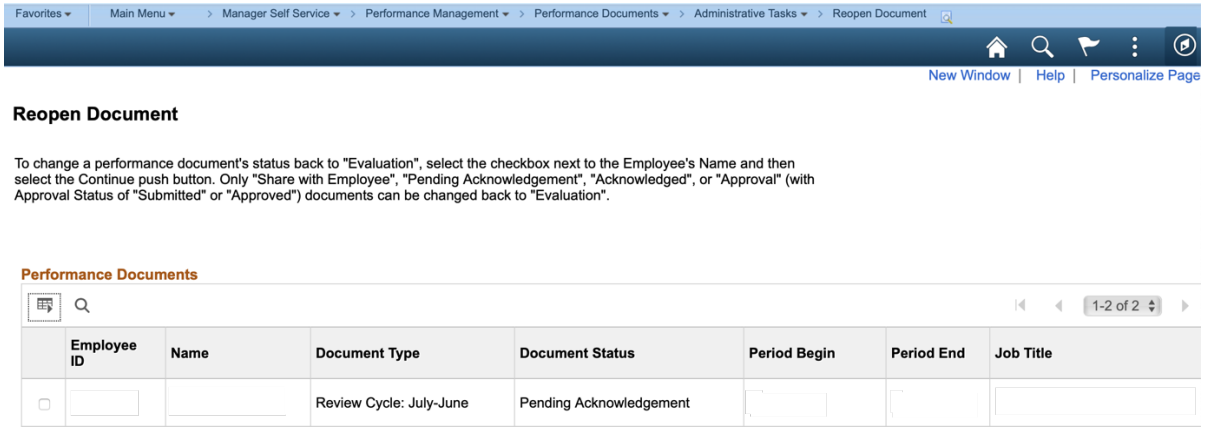
This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

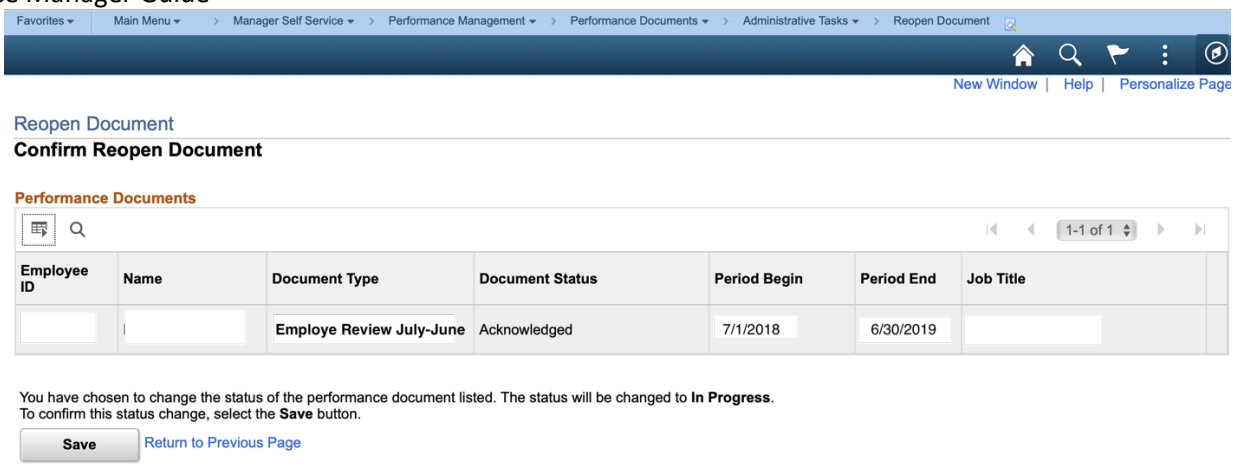
6. Tip: In the event that you cannot access by e-mail. You can always access documents awaiting your approval by selecting ‘Main Menu’ > ‘Manager Self Service’ > ‘Performance Management’ > ‘Approve Documents’.

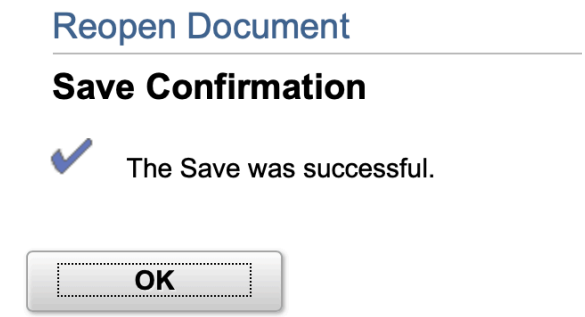


G. Performing Supplemental Functions – *Reopening, Adding Attachments to, Canceling, Deleting, and Viewing Status of Documents*

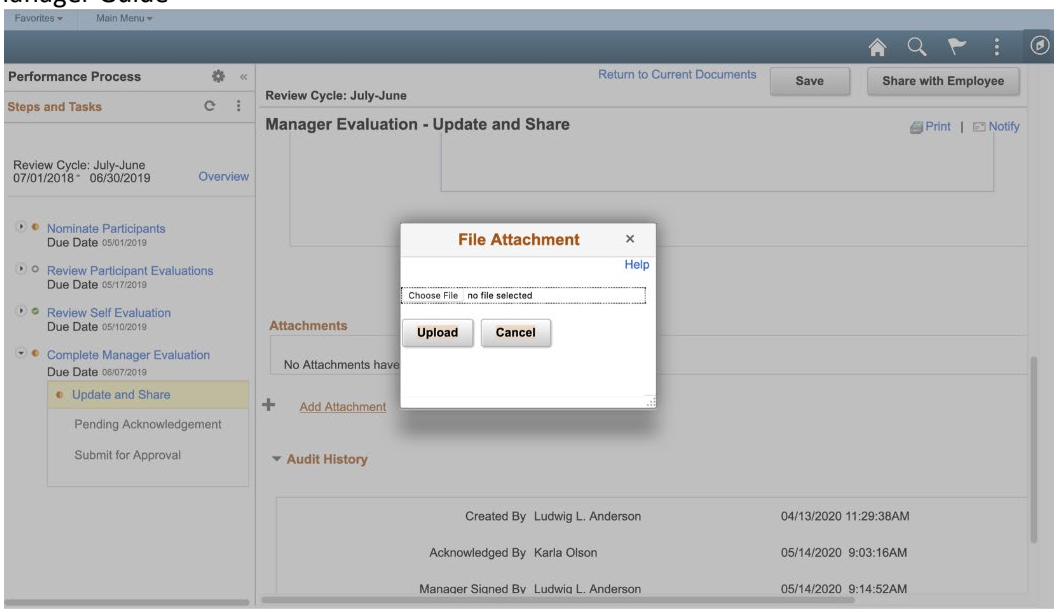
1. *Reopening a Document:* Reopening a document sets it back to its original status “In-Progress” allowing you to edit the document further. When you reopen a document your saved work will remain intact. You can re-open a document by going to ‘Performance Management’ > ‘Performance Documents’ > ’Administrative Tasks’ > ‘Reopen Document’. Select the document you would like to reopen and select ‘Continue’, review your selection and hit ‘Save’ to confirm. You should get a confirmation page indicating success.



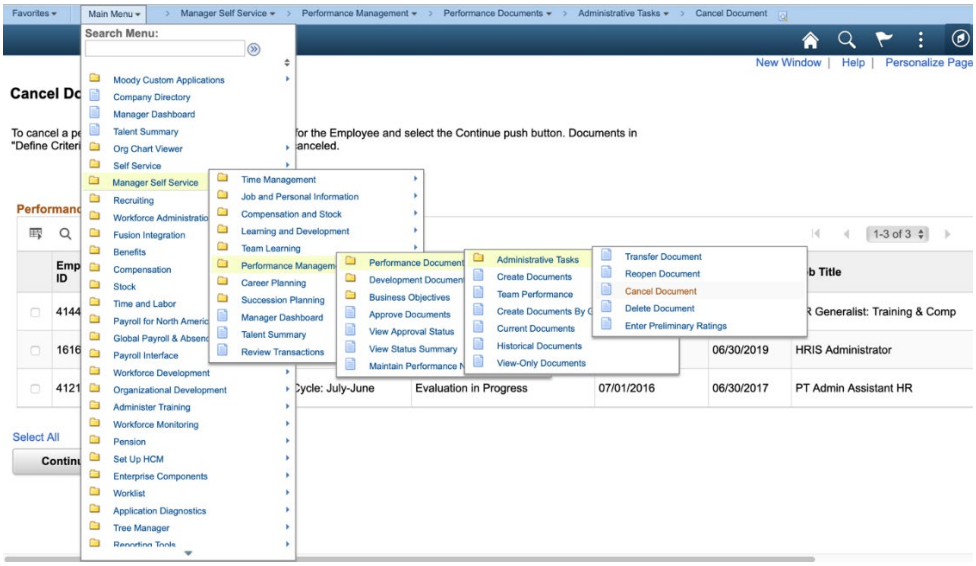


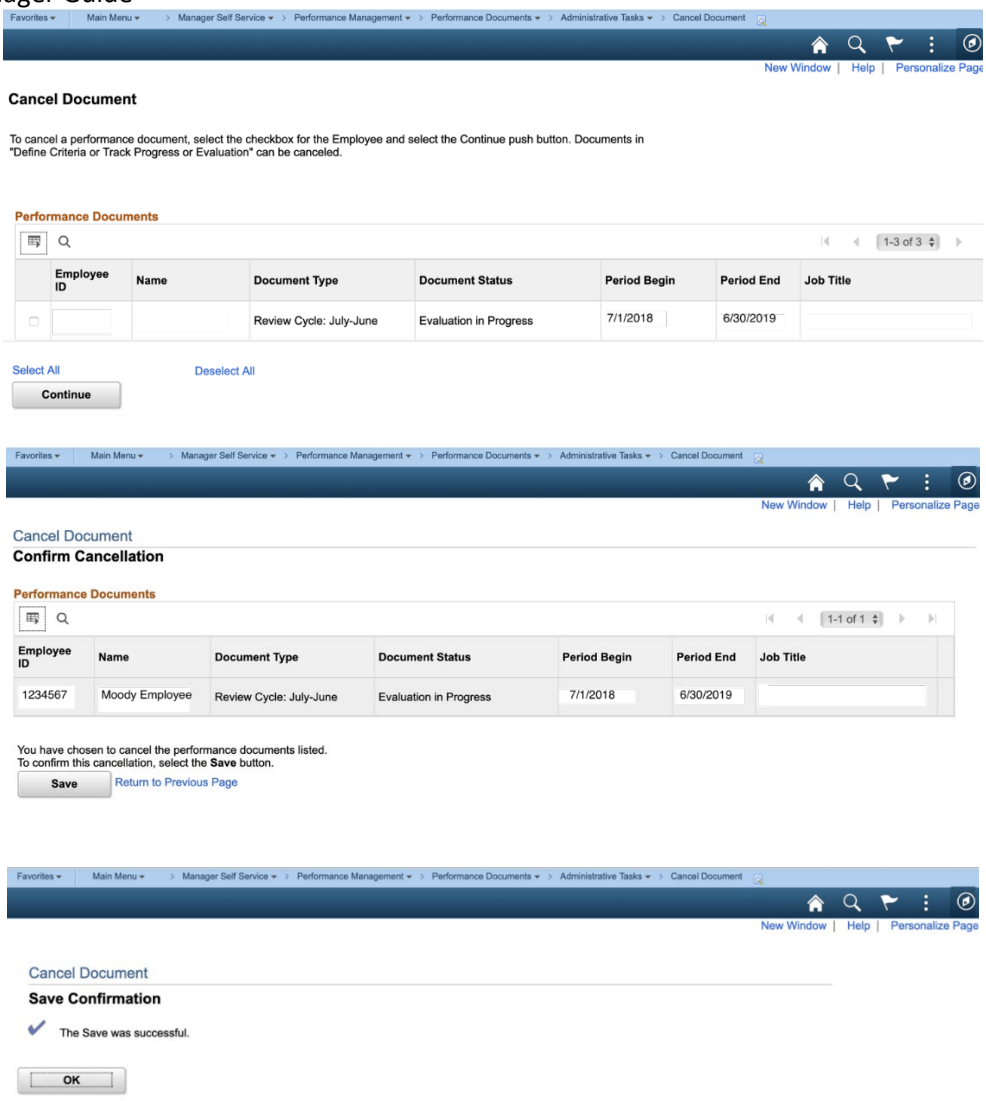


2. *Adding Attachments to a Document: As part of your review you may want to add attachments that contribute to the performance review of the employee. ePerformance accepts a variety of documents which include but aren't limited to PDF, Word, Excel, JPG etc. In order to do this you will scroll to the bottom of your manager document and select the link titled 'Add Attachments'. Browse your files, select file and upload to your review. You may then type a description of the document and select the appropriate audience by file. You can delete any attachment by clicking the trash can icon next to the file. You can add more attachments by selecting 'Add Attachments' at the bottom.*

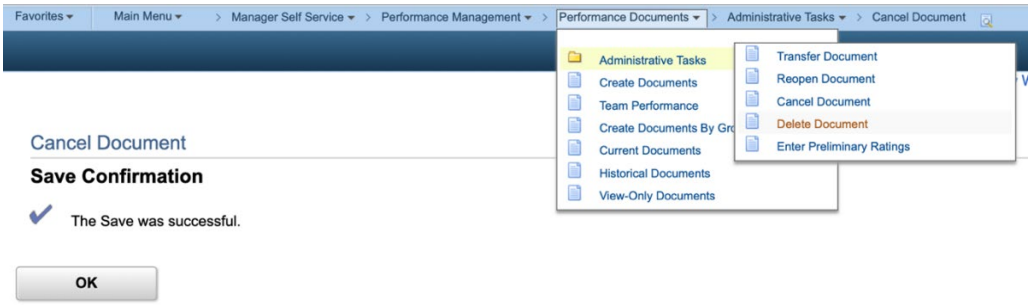


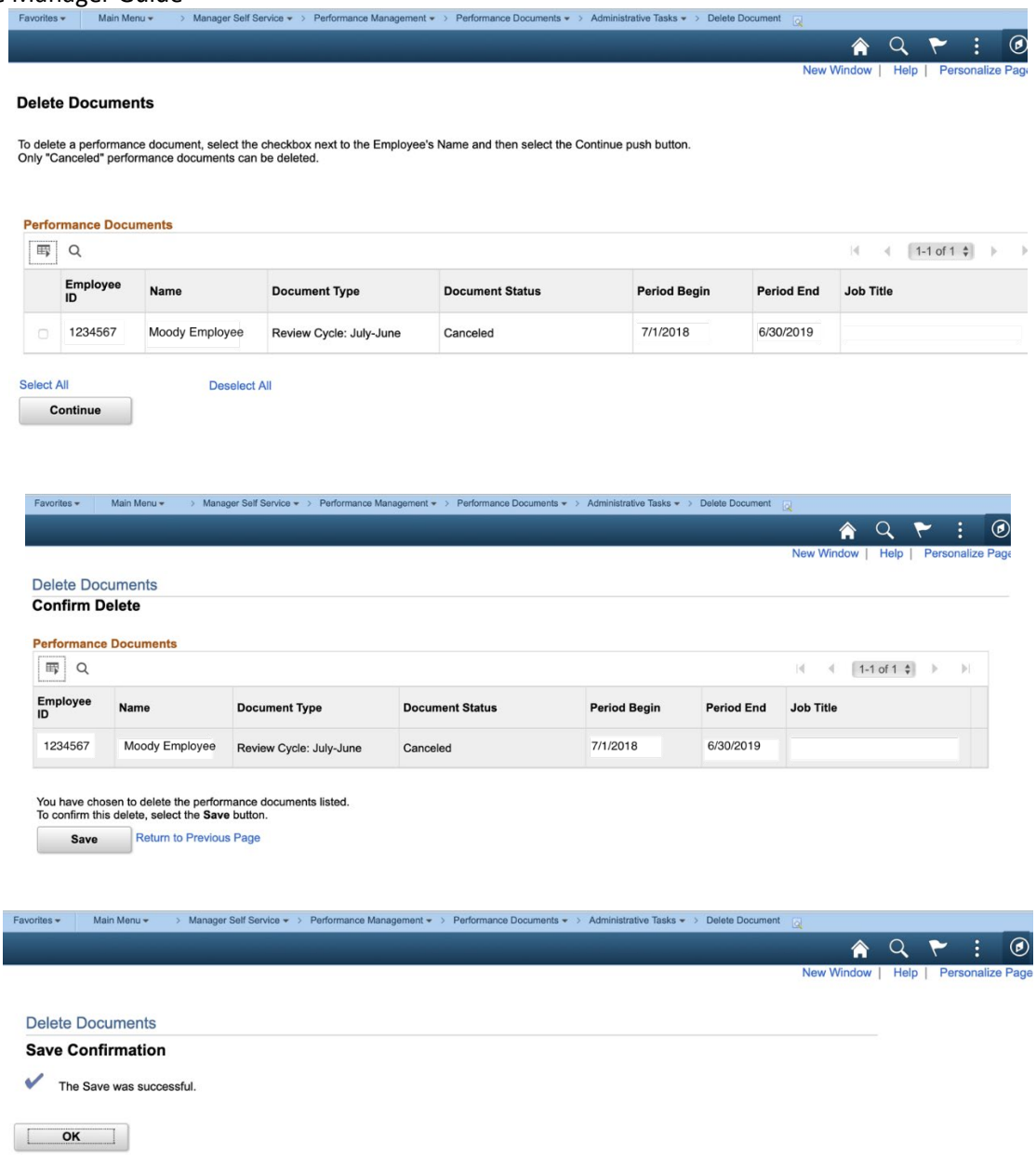
3. *Canceling a Document: (*Note: You may need to reopen a document before you can cancel it)* To cancel a document go to 'Performance Management' > 'Performance Documents' > 'Administrative Tasks' > 'Cancel Document'. Select the document you would like to cancel and select 'Continue' then review your selection and hit 'Save' to confirm. You should get a confirmation page indicating success.



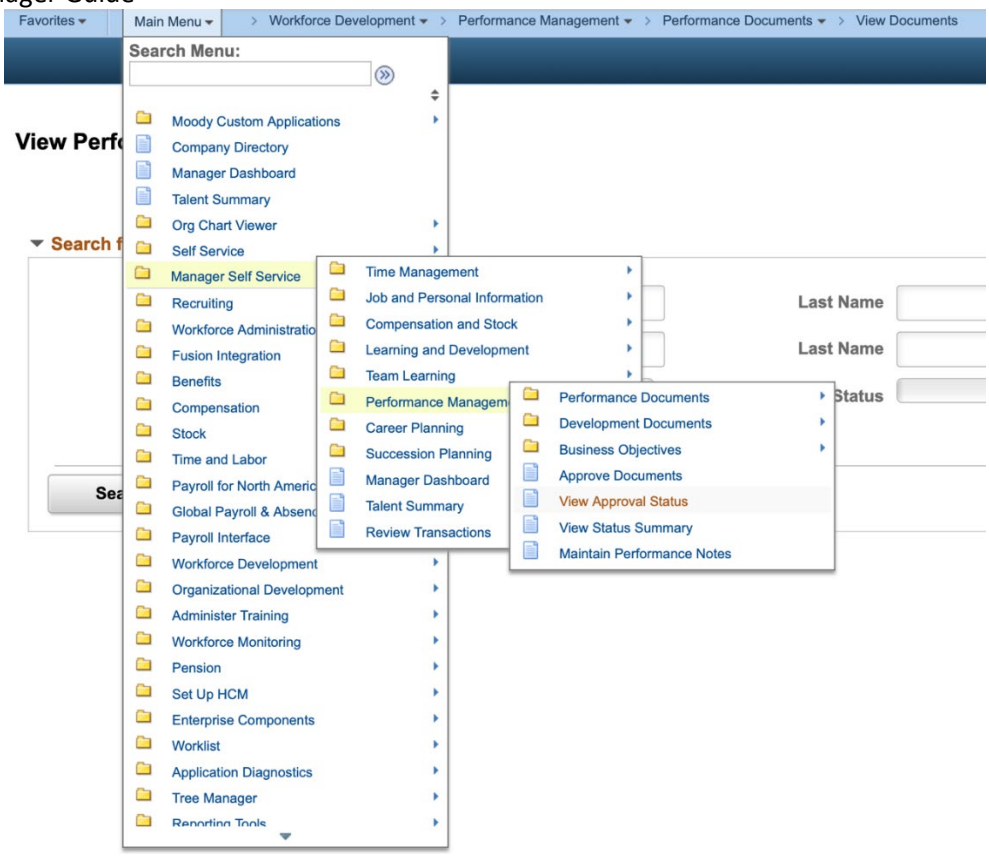


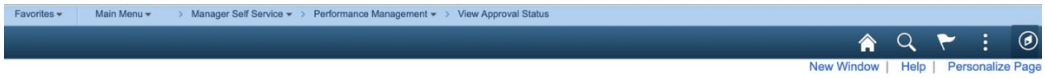
4. *Deleting a Document: (*Note: Only previously cancelled documents can be deleted)* To Delete a document go to 'Performance Management' > 'Performance Documents' > 'Administrative Tasks' > 'Delete Document'. Select the document you would like to delete and select 'Continue' then review your selection and hit 'Save' to confirm. When you get a confirmation page, click 'OK'.





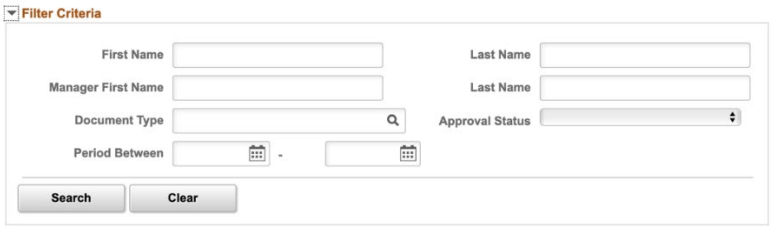
5. *View Approval Status of a Document:* (*Note: You must have submitted a document for approval to use this function). In order to view approval status go to 'Performance Management > View Approval Status. Use search fields to find the document. Select the document to see who is included in the approval chain and whether their decision is pending, approval or denial.

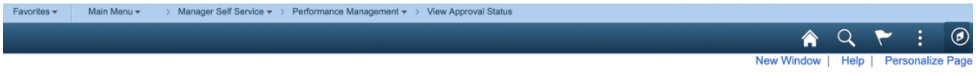




View Approval Status Summary

Enter some Selection Criteria and then select Search to find employees for which you are a participant in the approval process. Then, select a hyperlink to see details about the status of each transaction.





View Approval Status Detail

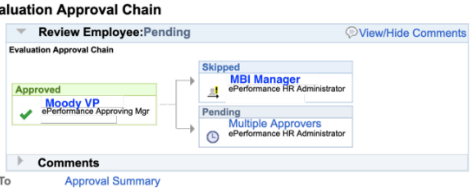
Review the status of each transaction request.

Moody Employee — Empl ID 1234567

Performance Document

Doc Type: Review Cycle: July-June
Author: MBI Manager
Period Begin Date: 7/1/2018 — Period End Date: 6/30/2019
Rating
Performance Document Details

Evaluation Approval Chain



Go To Approval Summary

Competency	Title	Description	Employee Review	Professional/Technical Review	Supervisor Review
ADMIN	Administrative	Administrative duties (i.e. timeslips, expense reports, P-card reconciliation).			
ANLYTCL	Analytical Skills	Collects and researches data, identifies data relationships, synthesizes complex or diverse information and presents relevant data to stakeholders.		X	
BDGTMGMT	Budget Management	Shows wise discernment and stewardship of allocated budget for work unit(s)			
CHGMGMT	Change Management	Adapting oneself and leading others in the face of organizational change			
CMPS	Performance Management	Sets, communicates, and gains commitment to achievable but challenging expectations. Monitors, measures, and coaches performance against set expectations.			
CNFLCT	Conflict Management	Facilitates constructive conflict resolution, accommodates or seeks compromise when appropriate.			X
COMMCS	Communication	Connects with peers, customers, students and donors, actively listens, clearly and effectively shares information, demonstrates effective oral and written communication skills. Is honest, yet kind and discreet.	X	X	
COMMMGR	Communication (Supervisory)	Is approachable, develops trust, effectively communicates "up" and "down" the organization, and builds self-image of staff.			X
CREATINT	Innovation	Displays original thought, creativity and resourcefulness. Develops and suggests innovative approaches and ideas to improve work		X	
CRISMGMT	Crisis Managment	Accurately identifies crises, communicates through established channels, delegates as needed while maintaining appropriate demeanor.			
CSTMRMKT	Customer & Market Knowledge	Customer Knowledge, Market Analysis, and Input to Management			
DELGT	Delegation	Delegates responsibility and attendant authority, establishes accountability. Demonstrates confidence in subordinates.			X
DEPND	Dependability	Can be relied upon to complete tasks as assigned; amount of required supervision and instruction is appropriate.	X		
DRCT	Directability	Follows Instructions and responds to training to improve performance and effectiveness.			
EQUIP	Equipment Troubleshooting	Able to systematically approach equipment failures based on good engineering practices.			
FDBCK	Feedback	Seeks feedback at appropriate times and through appropriate channels. Intentionally applies feedback into work.			
INCLUSV	Inclusiveness	Shows respect for people and their differences; promotes fairness and equity; engages the talents, experiences, and capabilities of others; fosters a sense of belonging; works to understand the perspectives of others; and creates opportunities for access and success.			X
INITIV	Initiative	Proactive in performing assigned duties; is resourceful, and seeks additional tasks when the workload permits.	X	X	
JDGMT	Judgment	Acts with reason and thoughtfulness; makes good use of available information in reaching decisions.	X	X	
KNOW	Job Knowledge	Possesses knowledge and expertise appropriate for the position; applies knowledge to assigned tasks.	X		
MNTR	Mentorship	Walks alongside mentees as a dedicated guide in developing specific skills and knowledge that will enhance the mentees professional, personal, and spiritual growth.			

MSSN1	Fulfillment of Moody Mission	As a higher education and media ministry, Moody exists to equip people with the truth of God's Word to be maturing followers of Christ who are making disciples around the world. Employee demonstrates understanding and support of the mission of Moody Bible Institute.			
MSSN3	Fulfillment of Moody Values	1) The Authority of the Word of God 2) The Worth and Dignity of the Individual 3) The Practice of Integrity 4) The Centrality of the Church 5) The Priority of Servanthood 6) The Responsibility of Stewardship 7) The Call to Evangelism Employee demonstrates understanding and support of the values of Moody Bible Institute.			
MTNGLD	Meeting Leadership	Arrives early, is prepared, and uses meeting time efficiently and effectively through appropriate topics and facilitation of the meeting process.			
ONAIR	On-air Presence	Good use of voice and microphone technique, natural and relatable, genuine and believable, shows energy and vitality, ability to both ad-lib and read copy with few mistakes.			
PLNORGEE	Planning & Organizing (Empl)	Plans, organizes and schedules work effectively; makes good use of time.	X		
PLNORGMG	Planning & Organizing (Spvsr)	Coordinates plans and schedules, monitors progress within schedules, models good use of time and plans for additional resources.			X
PLNORGTC	Planning & Organizing (ProTch)	Plans and schedules work, prioritizes projects, manages complex tasks and competing demands.		X	
PRBLMSLV	Problem Solving	Quickly identifies problems and gathers and analyzes relevant data in order to develop alternate solutions and resolve problems in a timely manner.			X
PREP	Preparation	Accurately assesses time input required for a task and makes necessary preparations and adjustments to deliver quality results in given time frame.			
PRIOR	Assign Priority	Able to assign priority to multiple engineering emergencies, determining the highest priority based on importance and impact of station being "on the air".			
PRJCMGT	Project Managment	Able to see project through all phases or steps until the very end, plans resources accordingly for best possible outcome.			
PROD	Production Duties	Produces quality promos, spots, programs, and/or features in a timely and efficient manner; good writing skills, appropriate music, effects, and natural sound.			
PROFDEV	Professional Development	Seeks professional development when appropriate and through the appropriate channels. Exhibits working & developing knowledge and skills relevant to the job and current industry standards.			
QNTYWRK	Quantity of Work	Volume of productivity is appropriate to the normal demands of the position. Responds to occasions of increased work demands.	X	X	
QUALEE	Quality of Work	Work is thorough, accurate, and timely, with few errors.	X	X	
RECRTLNT	Recruit & Select Talent	Works with Employment Services to attract and hire quality talent while considering and adhering to organizational standards.			
REGCMPL	Regulation Compliance	Understands and adheres to industry standard regulations impacting Moody, makes adjustments as necessary.			
RND	Research and Development	Able to determine appropriate sources of information in order to thoroughly investigate a topic and report key highlights relevant to current organizational needs.			

RPRMNT	Repair & Maintenance	Responds to equipment failure and/or property needs in a timely and efficient manner. Takes preventative steps to maintain equipment and/or property.			
SALES	Sales	Achieves sales as measured against budget.			
SPCLEVNT	Special Events and Programming	Demonstrates preparation, customer service, enthusiasm, and proper management appropriate to their role during special programs or events offered through the Institute.			
STFDEV	Employee Development	Provides a positive work setting that encourages and enables self-development. Anticipates employee changes and prepares individuals for advancement.			X
STRPLN	Strategic Planning	Sees the big picture, plans and makes decisions with a sustainable future in mind, intentionally aligns goals and decisions with broader organizational goals.			
STUDEV	Student Development	Committed to student development and strives to serve students well while building quality rapport.			
TCHNLGY	Use of Technology	Demonstrates required skills, keeps current with and adapts to new technologies. Leverages technology to increase productivity.	X	X	
TMDEV	Team Leadership	Promotes team goals and participation, defines individual roles and responsibilities, and recognizes individual and team successes.			
TRNS	Transmitter Operations & Responsibilities	Good working knowledge of transmitter controls and readings, EAS responsibilities and procedures.			
TSKLS	Technical Skills & Responsibilities	Skilled at editing and mixing in timely and efficient manner; good working knowledge of audio equipment and related software.			
TWRK	Teamwork/Collaboration	Cooperative and effective team member, willing to collaborate with and help others. Supplies needed information and resources to other employees with overlapping work. Acts as a cooperative contributor in team problem solving.	X	X	
VLTRMGMT	Volunteer Management	Effectively leverages available volunteers to achieve the goal at hand, ensures volunteers feel valuable and respected.			

We are always willing to help with any issues you may encounter, call x4483 for assistance