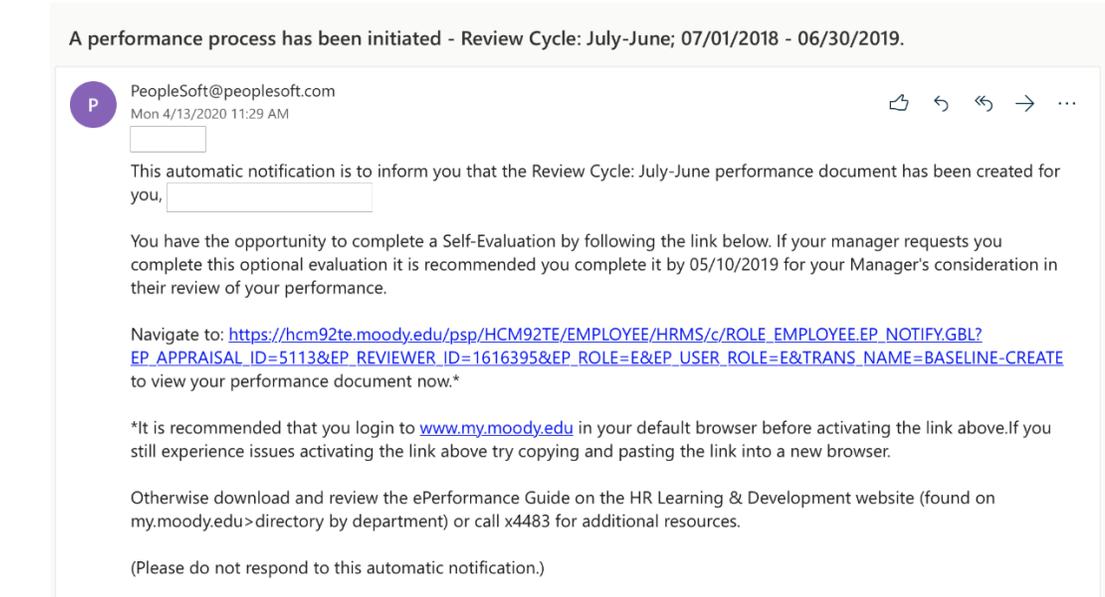


# MBI ePerformance Employee Guide 2022

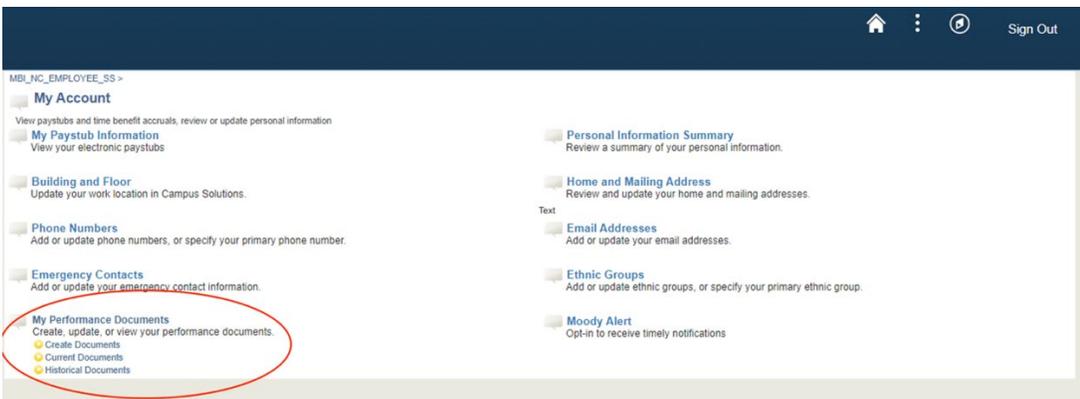


**A. Employee Self-Evaluation**

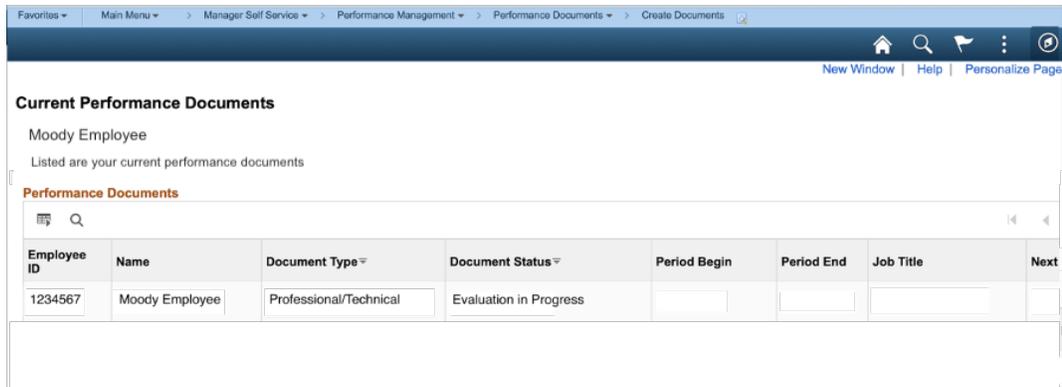
1. If you and your manager have agreed for you to complete a self-evaluation you may begin this process a few ways:
  - a. *E-mail notification:* Access your self-evaluation by clicking the link provided once your manager has created the review. It should take you to a login page use your MyMoody credential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



# ePerformance Employee Guide



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

Rich text editor toolbar with options for Font, Size, Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Text Color, and Background Color.

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=RQST-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=RQST-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.

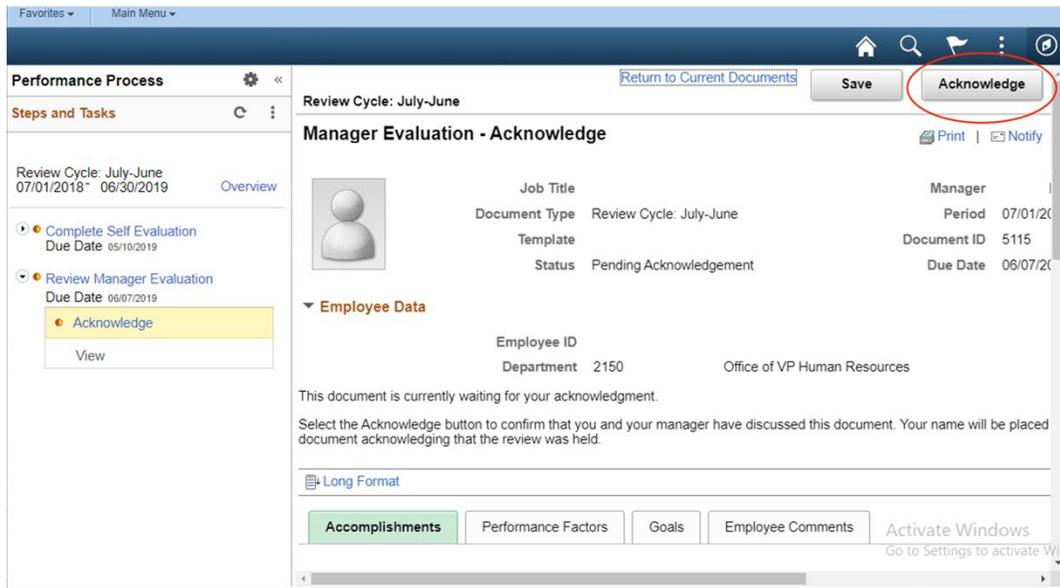
(Please do not respond to this automatic notification.)

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'.

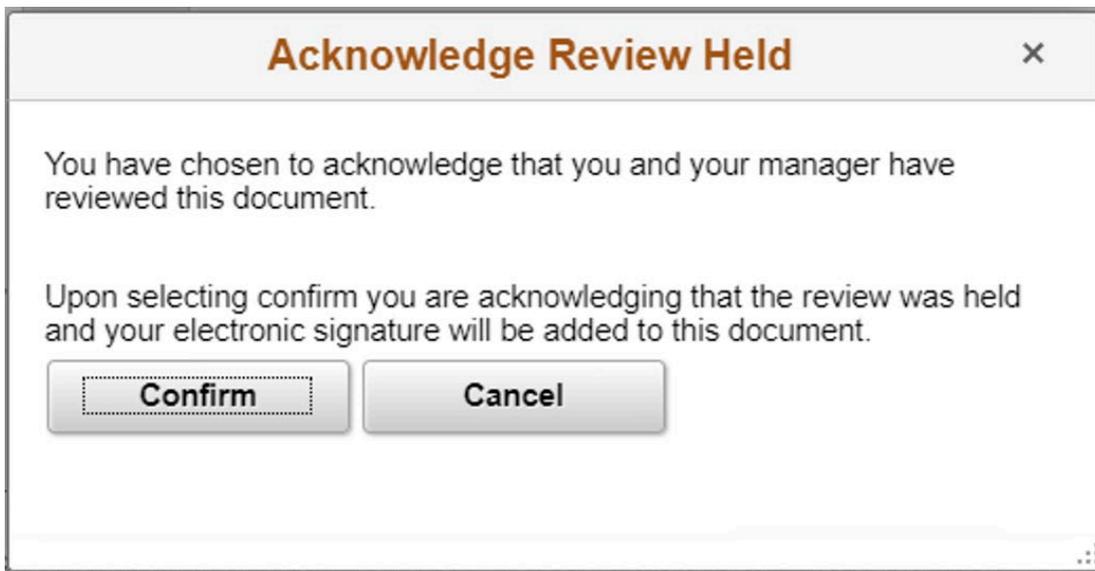
The screenshot shows the 'Review Cycle: July-June' interface. At the top right, there are buttons for 'Return to Current Documents', 'Save', and 'Share with Employee' (which is circled in red). Below this is the 'Manager Evaluation - Review with Manager' section. It features a 'Manager Comments' text area with a rich text editor toolbar. The comment text reads 'Excellent Job this year!'. Below the comment area is a 'Description' field with the text: 'Collects and researches data, identifies data relationships, synthesizes complex or diverse information and presents relevant stakeholders.' Underneath is a 'Weight' field set to '0 %'. A rating scale is shown with five radio buttons: '1 - Unsatisfactory', '2 - Needs Improvement', '3 - Meets Expectations', '4 - Exceeds Expectations', and '5 - Outstanding'. The 'Manager Rating' is displayed as '4.00' with a small icon.

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.

## ePerformance Employee Guide



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, under the heading 'Performance Process', there is a sub-section 'Steps and Tasks'. This section lists two tasks: 'Complete Self Evaluation' with a due date of 05/10/2019, and 'Review Manager Evaluation' with a due date of 06/07/2019. The 'Review Manager Evaluation' task is expanded to show a sub-item 'Acknowledge' which is highlighted in yellow and has a green checkmark next to it. Below this sub-item is a 'View' button. On the right side of the main content area, the heading is 'Confirmation - Employee Acknowledgement'. Above this heading, it says 'Review Cycle: July-June' and 'Return to Current Documents'. Below the heading, there is a green checkmark icon followed by the text 'You have successfully acknowledged this document.'