

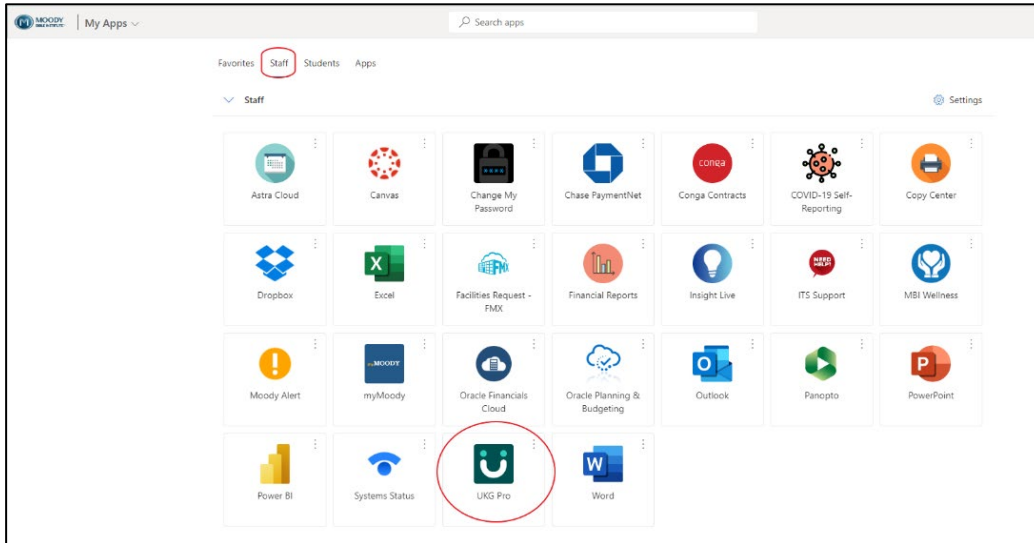
# MBI ePerformance Employee Guide 2023



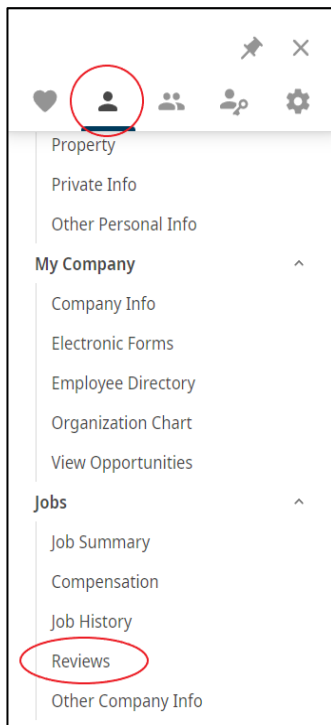
## A) Employee Self-Assessment

- 1) The HR Performance Administrator will launch the performance reviews directly to you.
- 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



3) 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:** As an employee, you are only required to complete the **Open Ended Questions** in order to send the review forward to your manager. You have the option to view the competencies and make overall comments.

Review sections		Manager Rating
Competencies	—	<a href="#">Start</a>
Open Ended Questions	N/A	<a href="#">Start</a>
Overall Comments	N/A	<a href="#">Start</a>
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	—	<a href="#">Start</a>
✔ Open Ended Questions Completed	N/A	<a href="#">Edit</a>
Overall Comments	N/A	<a href="#">Start</a>
Final Score	—	

**Send**  
Send to the next contributor.

[Send](#)

## B) Employee Acknowledgement

- 1) Once your review has been finalized and you have met in person to discuss your review in detail, your next 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.

**Sign & Complete**

**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

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

MOODY BIBLE INSTITUTE Reviews

Learning Resources

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

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. Under the 'Employee Self-Service' section, the 'Account Details' option is circled in red. The right screenshot shows the 'Account Details' page, where the 'Historical Documents' link is also circled in red. The page lists various self-service options such as 'FTN Employee Time Entry Aid', 'PTP Employee Time Entry Aid', 'Historical Paystubs', 'Building and Floor', 'Phone Numbers', 'Emergency Contacts', 'My Performance Documents', 'FTN Employee Time Entry Aid', 'Teaching Contracts', 'Personal Information Summary', 'Home and Mailing Address', 'Email Addresses', 'Ethnic Groups', and 'Moody Alert'.

**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](mailto: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](mailto:darric.obinger@moody.edu)) or call him at (312) 329-4483.