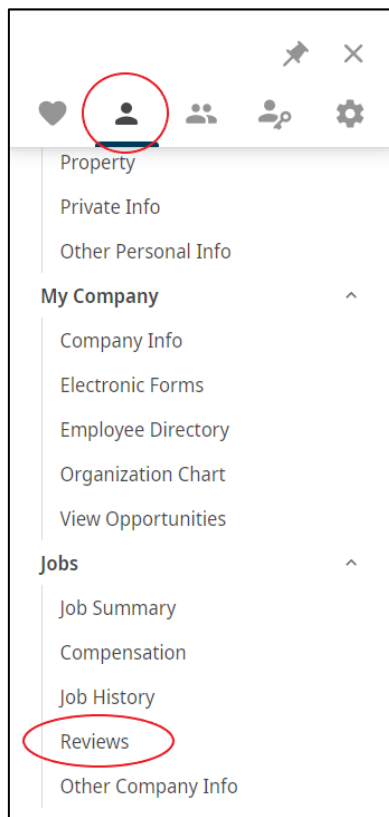


MBI ePerformance Manager Guide 2023



A) Employee Self-Assessment

- 1) The HR Performance Administrator will launch the performance reviews directly to your employees. Most will receive an employee template. Those who have two, or more, professional, direct reports will receive the manager template.
- 2) Your employee will receive a notification via email and through the UKG system (**UKG>Menu>Myself>Jobs>Reviews**). To access their review, they must have the UKG system open on their desktop or laptop. The UKG phone application does not support performance reviews.
- 3) Your employee will fill out their self-assessment and "send" the review forward to you for review. Your employee's self-assessment is due by **May 19, 2023**.

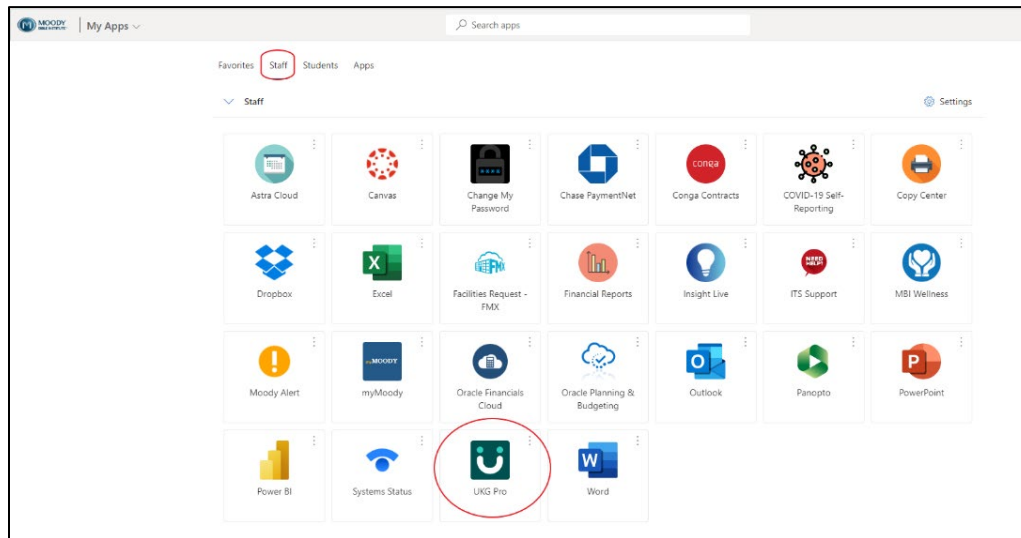


MOODY BIBLE INSTITUTE™ Reviews					
Reviews					
In Progress					
Effective ↑	Review Name	Type	Job	Status	
04/26/2023	2022/2023 Performance Review	Annual Review	Compensation Analyst	Employee Assessment	

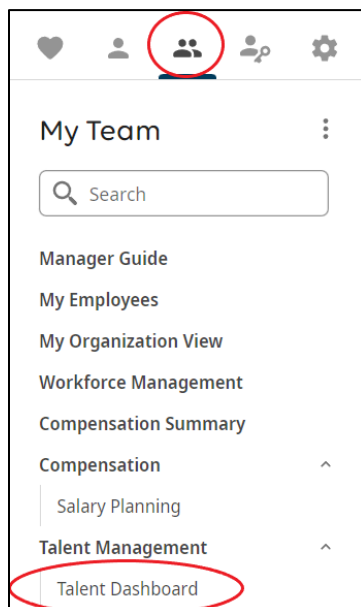
B) Completing the Manager Review

- 1) Once your employee(s) has completed their self-assessment and sent the review forward, you will receive a notification via email and through the UKG system.

<https://myapplications.microsoft.com/>



Navigation: UKG>Menu>My Team>Talent Dashboard



Your Talent Dashboard will show you all of your direct reports and where they are in the performance review process.

Talent Dashboard

Showing 2 of 2 employees

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[2022/2023 Performance Review](#) Employee Assessment, Due: 06/02/2023

The Review Summary page provides access to all the components and details of an employee's performance review. Sections are added to a review when the template is created by the HR Performance Administrator. These sections appear on the Review Summary page once the performance review is distributed.

- 2) Once you select a review from the Talent Dashboard, the Review Summary page appears. **Open each section of the review, by selecting any of the Start buttons.**

Review sections		Manager Rating
Competencies	—	Start
Open Ended Questions	N/A	Start
Overall Comments	N/A	Start
Final Score	—	

This year, the Employee UKG Review Template will include the following sections:

- Competencies (Performance Factors) (**Only on employee template**)
- Open Ended Questions
 - What were the employee's accomplishments during the last fiscal year?
 - What are the employee's goals for the upcoming fiscal year?
 - Does the employee demonstrate understanding and support of the mission of Moody Bible Institute? (Yes or No)
 - Does the employee demonstrate understanding and support of the values of Moody Bible Institute? (Yes or No)
- Overall Comments
- Final Score (For the employee template, final score is automatically calculated by Competency scores. For the manager template, the final score is manually determined by the reviewer.)

Note: The employee will only be required to fill out the Open Ended Questions before they can send the review to their manager. Managers are required to fill out each section before they can send the review to their manager (Approving Manager – typically a VP or Director) for approval.

When completing the Competencies (Performance Factors), MBI uses the following scale for the employee template:

- 1) **Unsatisfactory:** Regularly fails to meet job performance expectations
- 2) **Needs Improvement:** Meets some, but not all, necessary job performance expectations.
- 3) **Meets Expectations:** Meets all necessary job performance expectations.
- 4) **Exceeds Expectations:** Meets all and exceeds many job performance expectations
- 5) **Outstanding:** Substantially exceeds all job performance expectations

Note: *Meets Expectations* is considered by Moody Bible Institute as the standard level of performance. For each rating other than "Meets Expectations" please provide a comment to justify the rating and give examples wherever possible.

Note: When completing the Competencies, 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.

AnnRevEE
Vincent D Cecarro - Competencies
Please rate the following competencies.
Rating Scale [Five Point](#)

1. ▼ **Accountability**
Accepting responsibility that results in anticipation/prevention of problem areas from actions, and problem solving inside and outside the department/organization.
[Show details...](#)
[Notes](#)

Vincent D Cecarro, Employee
★★★★★
5 - Exceptional

My comments.

Jeanne K Foster, Manager
★★★★★
5 - Exceptional
☐ Not Applicable

Manager comments.

Section Weight: 50%
Competency Weight: 33%

Note: When determining the final score for the Manager template, MBI uses the following scale:

- 1) **Below Expectations:** Meets some, but not all, necessary job performance expectations.
- 2) **Meets Expectations:** Meets all necessary job performance expectations.
- 3) **Exceeds Expectations:** Meets all and exceeds many job performance expectations.

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

Manager Rating

—	Start
N/A	Start
N/A	Start
—	

[Send](#)

[Add a Development Opportunity](#)
[UKG Pro Learning](#)

Learning Resources ⓘ

[Performance Review Resources for Managers](#)
[Career Development - Resources for Managers](#)
[Succession Resources for Managers and Administrators](#)

C) Approving Manager Review

- 1) When the manager review is complete, “send” the document to your manager (Approving Manager – typically a VP or Director) for approval.

Review Summary

back print full review help

Darric L Obinger Due Date 05/26/2023 → Ludwig L Anderson Due Date 06/02/2023 → Debbie A Zelinski Due Date 06/09/2023

Review sections

	Manager Rating	
Competencies	—	Start
Open Ended Questions	N/A	Start
Overall Comments	N/A	Start
Final Score	—	

Send

Send to the next contributor:

☒ Send **forward** to Debbie A Zelinski

☐ Send **back** to Darric L Obinger for changes

[Send](#)

- 2) Your manager will receive a notification via email and through the UKG system.

Note: Your manager will have the option of adding comments about the employee. After this, they can either send the review back to you for editing or to approve it for employee acknowledgement.

- 3) If your manager approves the document, you will receive a notification via email and the UKG system asking you to forward it to your employee for final acknowledgement.

D) Employee Acknowledgement

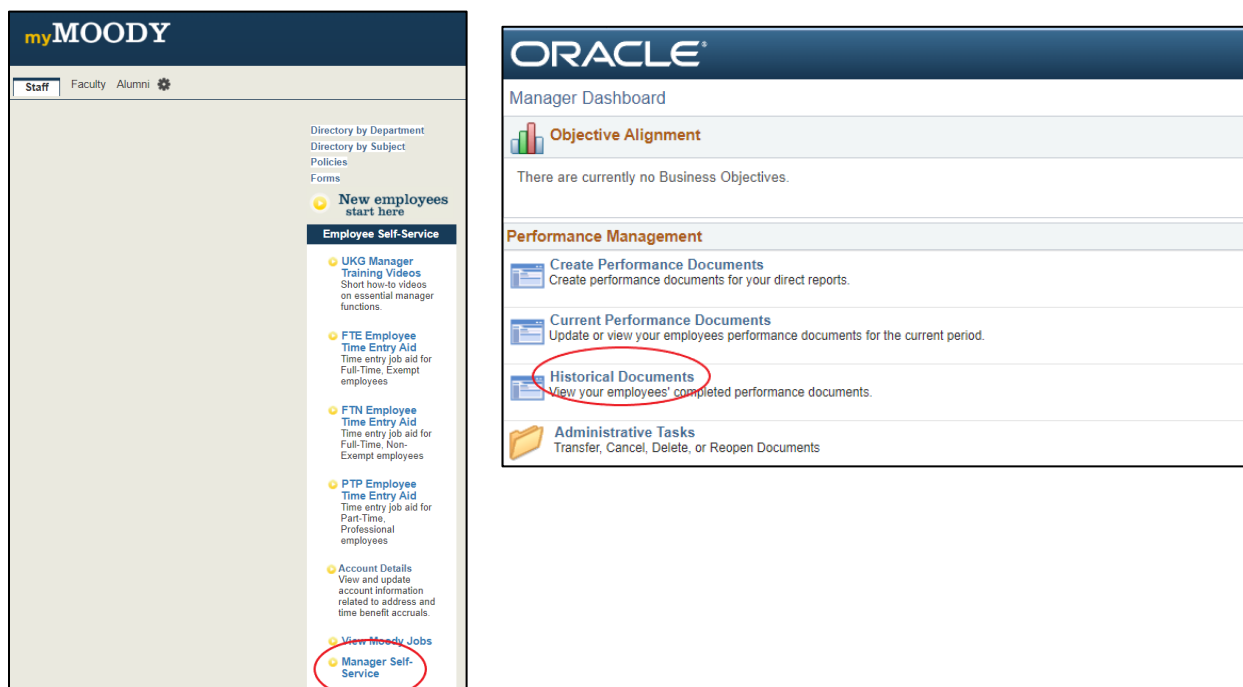
- 1) Once the document is approved by the Approving Manager and sent forward to the employee, the employee will be able to see everything added by the initial reviewer. The Approving Manager's comments will not be seen by the employee.
- 2) All employees must acknowledge that they have discussed the review with their manager. Here is the acknowledgement statement:

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.

Frequently Asked Questions

Q) How do I access my employees' previous reviews from the former HR system, HCM?

A) Log in to your MyMoody account and select Manager Self-Service from the left-hand menu. From there, you will be able to view Historical Reviews in HCM.



Note: If you were not the manager of your current employee when the review was filled out, please reach out to Darric Obinger (darric.obinger@moody.edu) to transfer those documents to you. If you have been hired since UKG became our new HR system, Darric can send you those documents to you in PDF form.

Q) In years past, I was able to choose the template I wanted to use for my employee. Can I do that again this year?

A) The way HCM was set up allowed the manager to choose the template they used to evaluate the employee. In UKG, the HR Performance Administrator launches the performance reviews directly to your employee, which will allow the process to start quicker and without the hurdle of the manager having to create the document.

We are open to exploring the option of adding more templates in the future. This year, the document that was sent to your employee should be the document both they and you complete. If you feel your employee was given the wrong document, please email Darric Obinger (darric.obinger@moody.edu) and explain your rationale. Most employees should receive the *employee* template.

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 (Approving Manager) but made some mistakes or forgot something, the Approving Manager can send the review document back to you. This option is clearly displayed at the bottom of their document.

If you are not able to contact the Approving Manager or they are having difficulty returning the document, the HR Performance Administrator (darric.obinger@moody.edu) can go in and adjust the document status.

Q) Does UKG allow me to run any reports for performance?

A) Yes! You can track the status and scores of your employees. Navigate to **UKG>Menu>My Team>Talent Dashboard**. On the right-hand side, you will see a list of reports available to you.

