

Annual Performance Development Conversation

(Employee Goals Review and Rating)

1 Goal Setting and Annual Performance Review Tasks

2022/2023 - Annual Performance Development Conversation

2 2022/2023 - Annual Performance Development Conversation

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Overview

Performance reviews are an opportunity for employees and managers to step back from day-to-day tasks and duties to examine and discuss past accomplishments and to set clear goals for the future. It's an opportunity to understand how to improve, celebrate what's been accomplished, and think about how you can develop professionally in the future.

The timeline for the annual performance review is February 1 - March 31.

Ensure your year-end discussion is scheduled in your calendar and participate in the meeting.

Review Step Progression

- Employee Goals Review and Rating
- Manager Review and Rating
- Employee Sign Off

Get Started

3 Goal Test #2

Test

Status: On Track

Start Date: 4/1/2022

Due Date: 3/31/2023

more...

Goals: Comments

Goals: Attachments

Manage Goals

4 Manage Goals

Manage Goals

Status: On Track Due Date: 3/31/2023

Goal Description:

Start Date: 4/1/2022
Type of Goal: Performance Goal

Description	Start Date	Due Date	Progress
Task one description	4/1/2022	3/31/2023	100
Task two description	4/1/2022	3/31/2023	25

5 Goal Rating

For each of the individual goals identified, please document your accomplishments and progress as they relate to each goal in the comments section provided.

Title of Goals

Sample description of Goals

Status: Completed

Start Date: 4/1/2022

Due Date: 3/31/2023

more...

Select

- Select
- No Longer Applicable
- Does Not Meet Expectations
- Meets Expectations
- Exceeds Expectations

Comments:

Back Save and Exit Save and Continue Submit

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1 Visit [My HR Connection](#), select Annual Performance Development Conversation

2 Click "Get Started" to begin the task.

3 To update the progress of your goals, click "Manage Goals" by clicking on the arrow. Repeat for all goals.

4 Update the progress for each task/outcome in the progress box and click done. Repeat for all goals.

5 To rate your goals, click the dropdown arrow and select the option that best reflects your performance on the goal. Add comments for each goal rating.

6 At the bottom of the screen, click 'Submit'.

