

Annual Performance Development Conversation

(Manager Goals Review and Rating)

1

Goal Setting and Annual Performance Review Tasks

2022/2023 - Annual Performance Development Conversation for

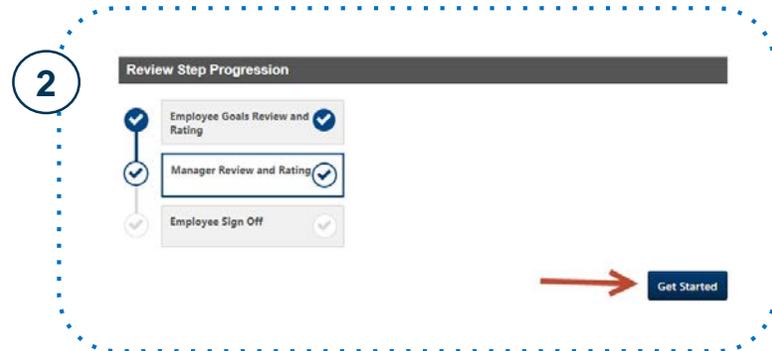


2

Review Step Progression

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

Get Started



3

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

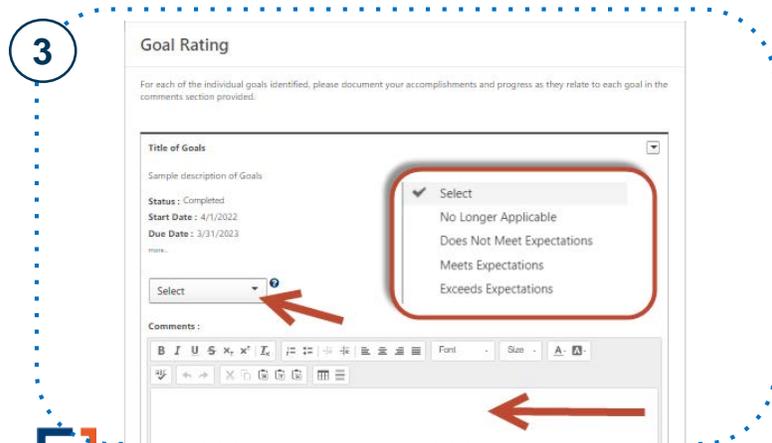
Sample description of Goals

Status : Completed
Start Date : 4/1/2022
Due Date : 3/31/2023

Select

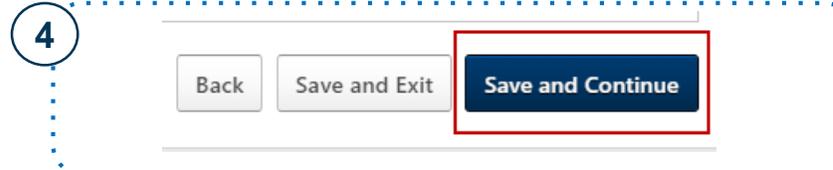
- No Longer Applicable
- Does Not Meet Expectations
- Meets Expectations
- Exceeds Expectations

Comments :



4

Back Save and Exit Save and Continue



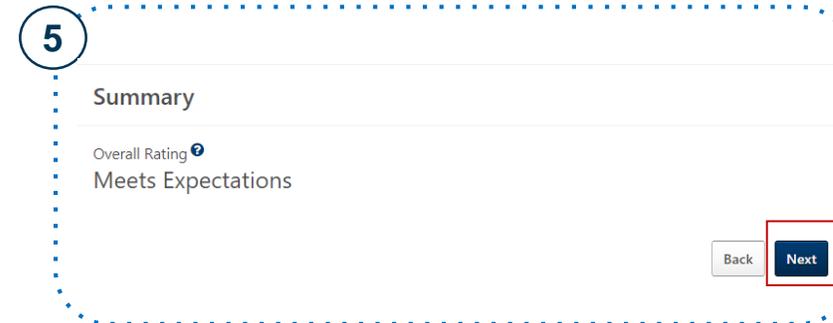
5

Summary

Overall Rating

Meets Expectations

Back Next



6

Sign Off

Please provide an e-signature to acknowledge the completion of this step.

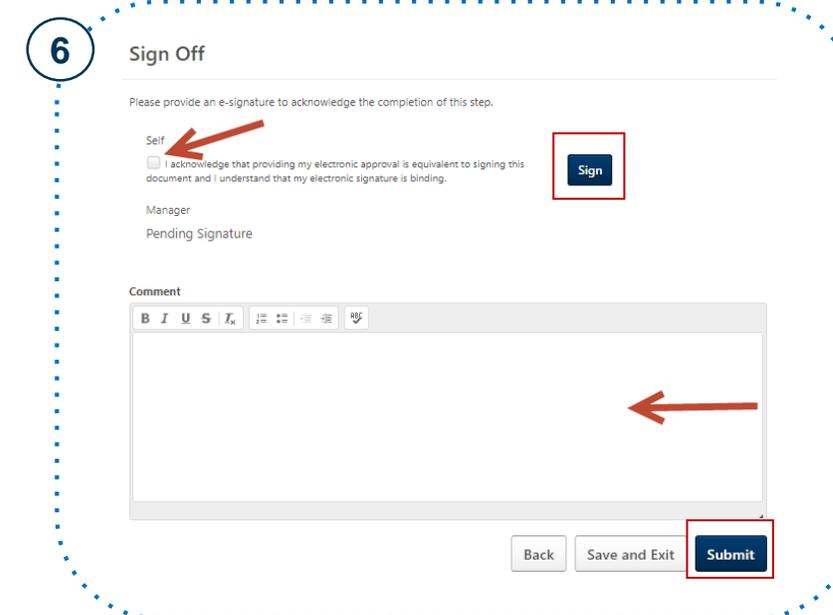
Self

I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.

Manager
Pending Signature

Comment

Back Save and Exit Submit



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

2 Click "Get Started" to begin the task.

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

4 Click 'Save and Continue'

5 Review the Overall Rating and click 'Next'

6 Enter final summary comments.
Click the check box to sign off on the Performance Development Conversation for this Employee.
After checking the sign off box, click Submit.

