

*My HR Connection Performance Training Guide*

*Manager –Annual Performance and Development Conversation*

# Revision History

|  |  |  |
| --- | --- | --- |
| Version | Date | Description |
| 1.0 | Dec 17, 2018 | Initial Draft |
| 1.1 | February 8,2019 | Updates |
| 1.2 | March 25, 2019 | Logo and rebranding |
| 1.3 | March 9, 2021 | Updated to reflect changes to the 2020-2021 performance cycle |

[Revision History 2](#_bookmark0)

[1. Introduction 4](#_bookmark1)

 [1.1. Objectives 4](#_bookmark2)

1. [Annual Performance and Development Conversation Process 4](#_bookmark3)
2. [Steps for completing the Annual Performance in My HR Connection 5](#_bookmark4)

# Introduction

## Objectives

Upon completion of this manual, you will be able to:

* Understand the process for Step 3: Performance and Development Conversation from the role of a Manager.
* Successfully complete the required tasks of the Manager in My HR Connection.

## Annual Performance and Development Conversation Process

Manager

Schedules meeting

Employee

Updates Status and Completes Self- ASsessment

Managers

Reviews and Rates

Manager and

Employee have Conversation

Manager

Sends Comments and Rating

Employee

Reviews and Signs Off

**Figure 1: Annual Performance and Development Conversation Business Process**


## Steps for completing the Annual Performance in My HR Connection

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Action** | **Steps to Execute** |  |
| 1 | You will receive an email notification to complete the Annual Performance and Development Conversation for your employee(s) | Receive Email in Outlook |  |
| 2 | Log in to My HR Connection and select the related task for your Employee. |  |  |
| 3 | Read the Overview of the task.Scroll down and click Get Started to launch the task. |  |  |



|  |  |  |  |
| --- | --- | --- | --- |
| **Act** | **ion Steps to Execute** |  |  |
| 9 Review the Mid- Cycle Check-in Conversations you have completed during the cycle with your employee.Click Save and Continue. |  |  |
|  |  |  |

10

**Action Steps to Execute**

Review the Self- Assessment questions completed by the employee to help inform your overall assessment.

Click Save and

Continue.

11

**Action Steps to Execute**

Review the self- assessment by the Employee and their comments.

For each goal and with each goal being equally weighted, select the rating against the goal.

Your rating is a final decision.

Provide comments to support your rationale.

12

Click Save and

Continue.

Review the status of the employee’s Professional Development Plan.

Click Save and

Continue.

**Action Steps to Execute**

* 1. In this section, you will see your overall rating for this Employee.

Click Back to adjust your ratings

or

Click Next.

* 1. Enter final summary comments.

Click the check box to sign off on the Performance Development Conversation and complete Step 3 for this Employee.

After checking the sign off box, click Submit.

* 1. Click Submit again to confirm

Select Go to Action Items to complete tasks for other Employees

Or

Log out.