

myPerformance *How to: Do a Third Party Review*

A third party review can be used in any case where a manager would like to get feedback on an employee from someone outside of their reporting line. For instance, if an employee has two managers (e.g. dual positions or a matrix reporting environment), one manager would likely want the other's feedback. Third party reviewers are not able to edit the appraisal; they can only provide annotations. Managers can recall a third party review at any time. To conduct a third-party review, follow the below steps.

1. Log in to myPerformance
2. Click "Write appraisals for your employees"

The screenshot shows the myPerformance dashboard. The user is logged in as Mason halogenManager. The 'My Tasks' section is highlighted in yellow and contains a table of tasks. The task 'Write appraisals for your employees (1 To-Do)' is highlighted with a red box. The 'Activity Tracker' on the right shows a list of goals and appraisals.

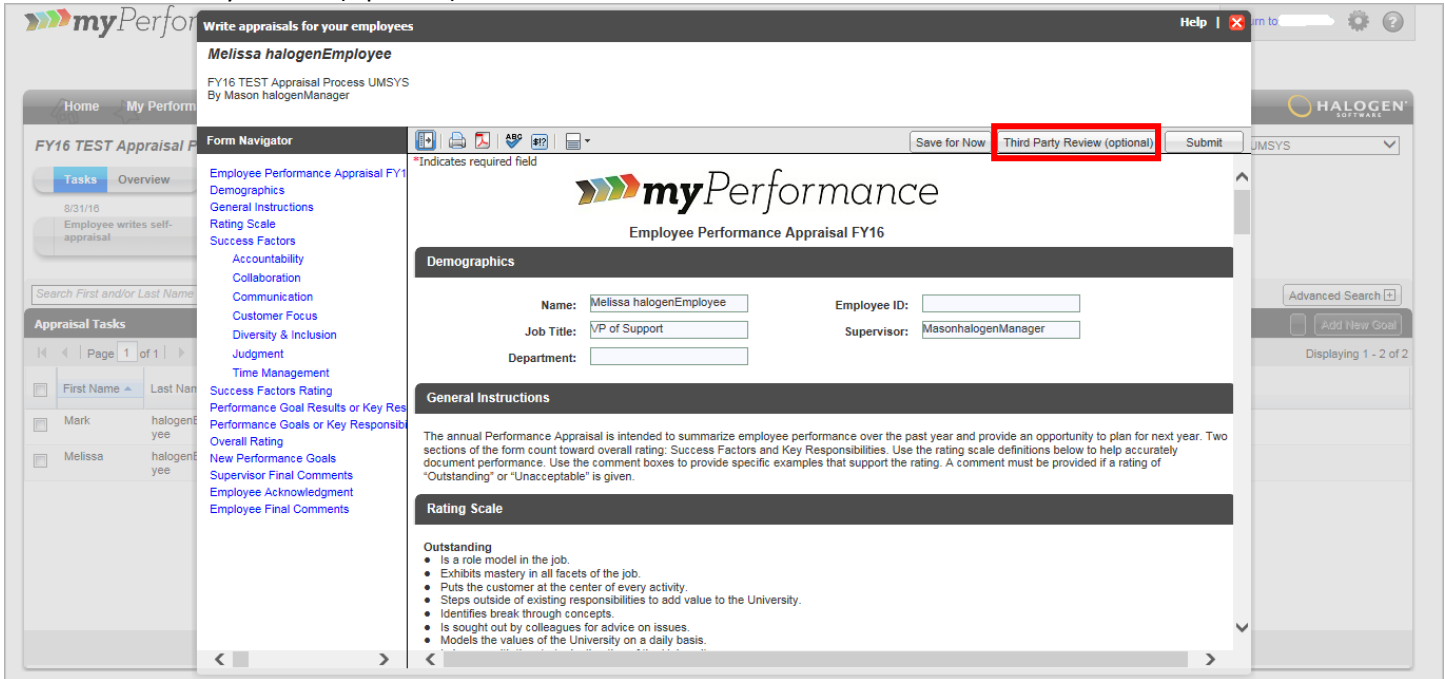
Status	Task	General Timeline	Completed
●	Write your self-appraisal	8/31/16	N/A
●	Write appraisals for your employees (1 To-Do)	8/31/16	0 of 2

3. Click "Edit Appraisal" for the employee whose evaluation you would like to send to a third party reviewer

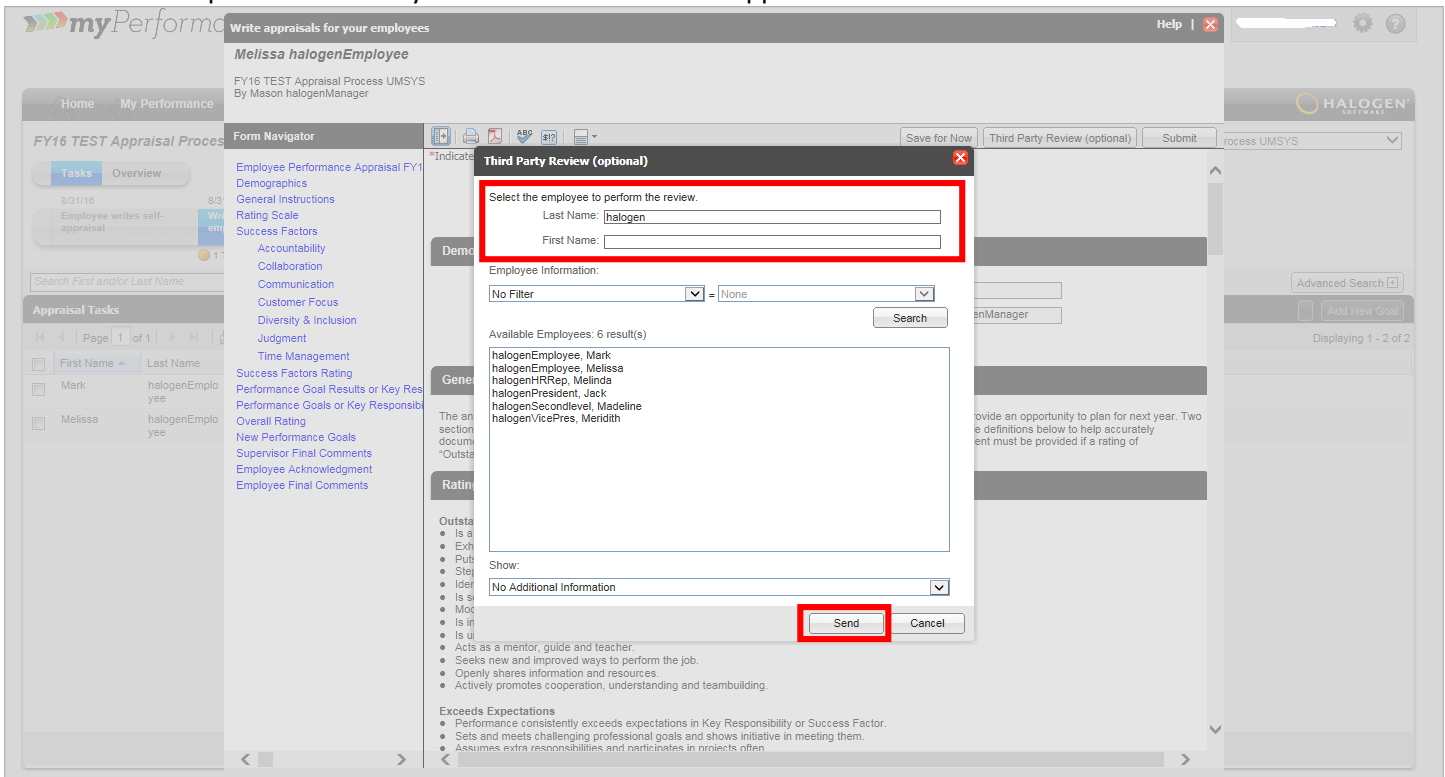
The screenshot shows the 'Appraisal Tasks' section. The user is viewing the 'FY16 TEST Appraisal Process UMSYS'. The 'Tasks' tab is selected, showing a timeline of tasks. The 'Appraisal Tasks' table below shows a list of appraisal tasks. The task 'Write appraisals for your employees' is highlighted, and the 'Edit Appraisal' button for Melissa halogenEmployee is highlighted with a red box.

First Name	Last Name	Write appraisals for your employees	Appraisal Status	Modified Date	General Timeline	Completed Date	Employee writes self-appraisal
Mark	halogenEmployee	Mason halogenManager	View Status	8/31/16	8/31/16		● Mark halogenEmployee
Melissa	halogenEmployee		View Status	8/31/16	8/31/16		● Automatically Completed

4. Click “Third Party Review (Optional)”



5. Search for the person to whom you would like to send the appraisal and click “Send”



6. Provide feedback as a third party reviewer by clicking “Provide feedback for an employee appraisal”

myPerformance

Welcome Shannon Marie Linhares. You are currently logged in as Meridith halogenVicePres

My Tasks (You have tasks to do)

Status	Task	General Timeline
●	Write your self-appraisal	8/31/16
●	Provide feedback for an employee appraisal (1 To-Do)	8/31/16

Legend: ▲ Overdue ● My To-Do ⌚ Sent for Review ⊘ Not Ready ✔ Completed

Useful Links

- Missouri S&T myPerformance Webpage
- MU myPerformance Webpage
- UMKC myPerformance Webpage
- UMLS myPerformance Webpage
- UMSYS myPerformance Webpage

7. Provide feedback as a third party reviewer using the annotation buttons

Provide feedback for an employee appraisal

Melissa halogenEmployee
FY16 TEST Appraisal Process UMSYS
By Mason halogenManager

Form Navigator

- Employee Performance Appraisal FY16
- Demographics
- General Instructions
- Rating Scale
- Success Factors
- Accountability
- Collaboration
- Communication
- Customer Focus
- Diversity & Inclusion
- Judgment
- Time Management
- Success Factors Rating
- Performance Goal Results or Key Responsibilities
- Performance Goals or Key Responsibilities
- Overall Rating
- New Performance Goals
- Supervisor Final Comments
- Employee Acknowledgment
- Employee Final Comments

Success Factors

Provide ratings for each Success Factor below. Success Factors are "how" one goes about doing their job. The last competency is an optional, fill in the blank section to be used for an additional competency, performance goal, or key responsibility.

Accountability

Owens decisions, outcomes, work products, etc. that are within the scope of one's role.

- Possesses full responsibility for achieving goals and objectives, effectively utilizing resources
- Takes initiative and completes work, tasks, objectives, etc., and meets commitments made to others ensuring they are on track to complete their work, tasks, etc.
- Actively communicates expectations, ways to accomplish them, and measures of success at both the individual and team levels

Rating Scale: Outstanding, Exceeds Expectations, Successful, Improvement Expected, Unacceptable

Self:

Comments:

Collaboration

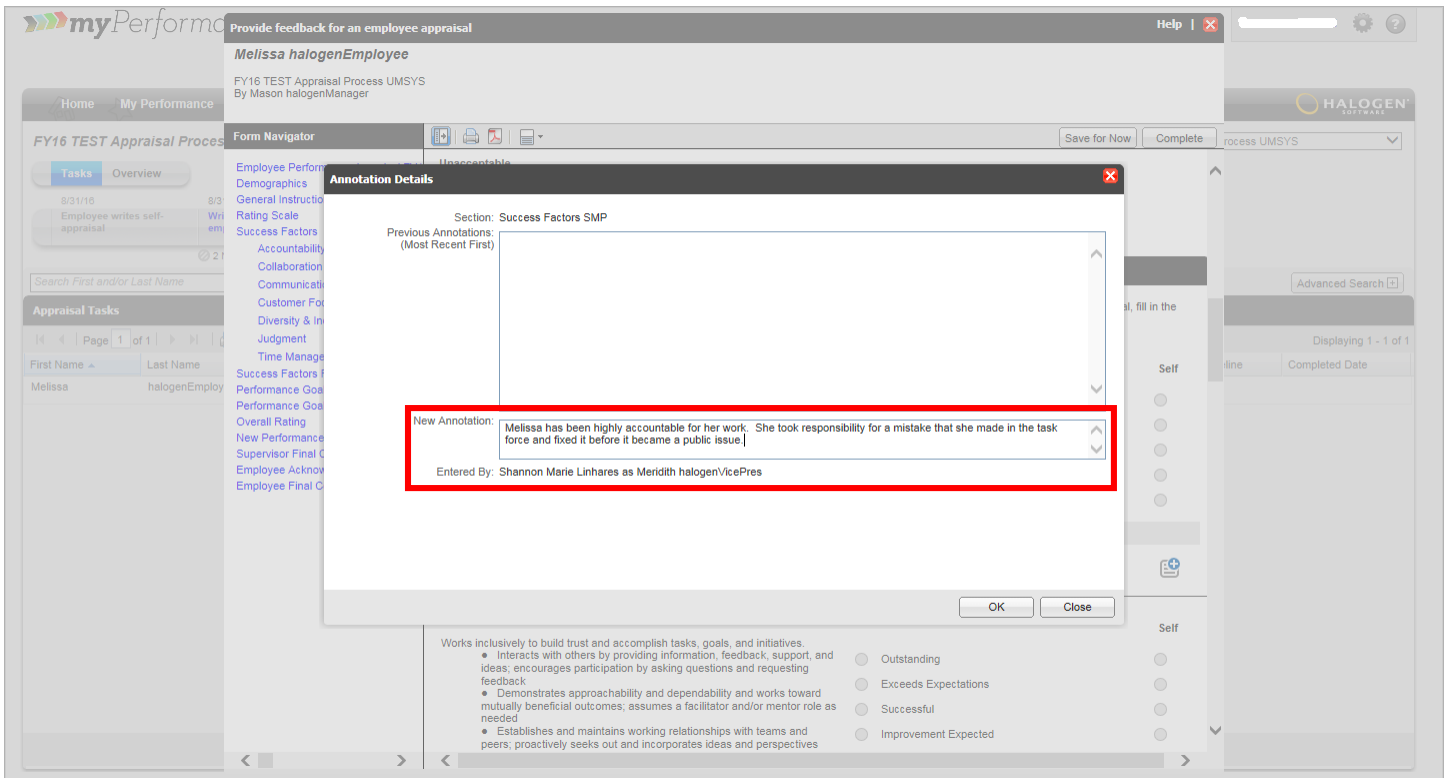
Works inclusively to build trust and accomplish tasks, goals, and initiatives.

- Interacts with others by providing information, feedback, support, and ideas; encourages participation by asking questions and requesting feedback
- Demonstrates approachability and dependability and works toward mutually beneficial outcomes, assumes a facilitator and/or mentor role as needed
- Establishes and maintains working relationships with teams and peers; proactively seeks out and incorporates ideas and perspectives from others

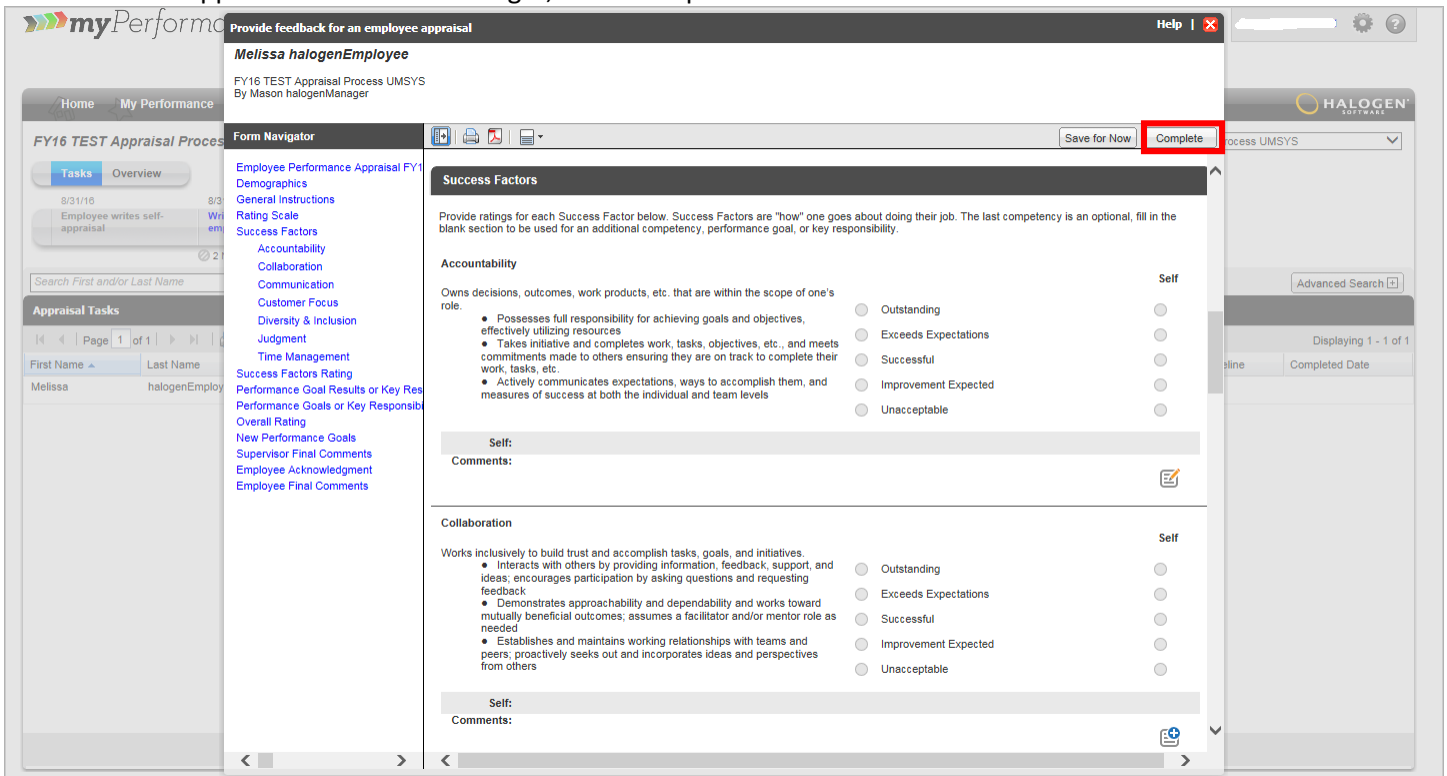
Rating Scale: Outstanding, Exceeds Expectations, Successful, Improvement Expected, Unacceptable

Self:

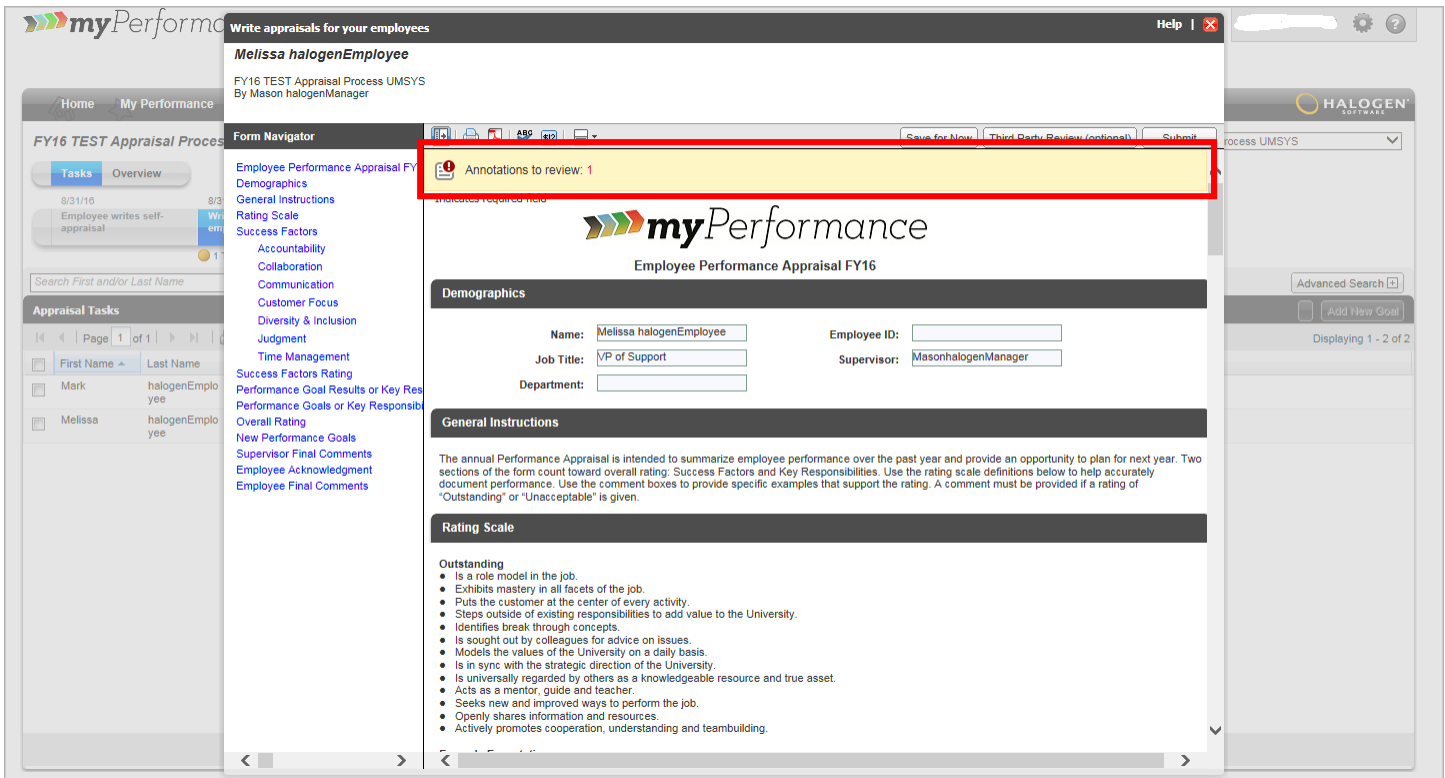
Comments:



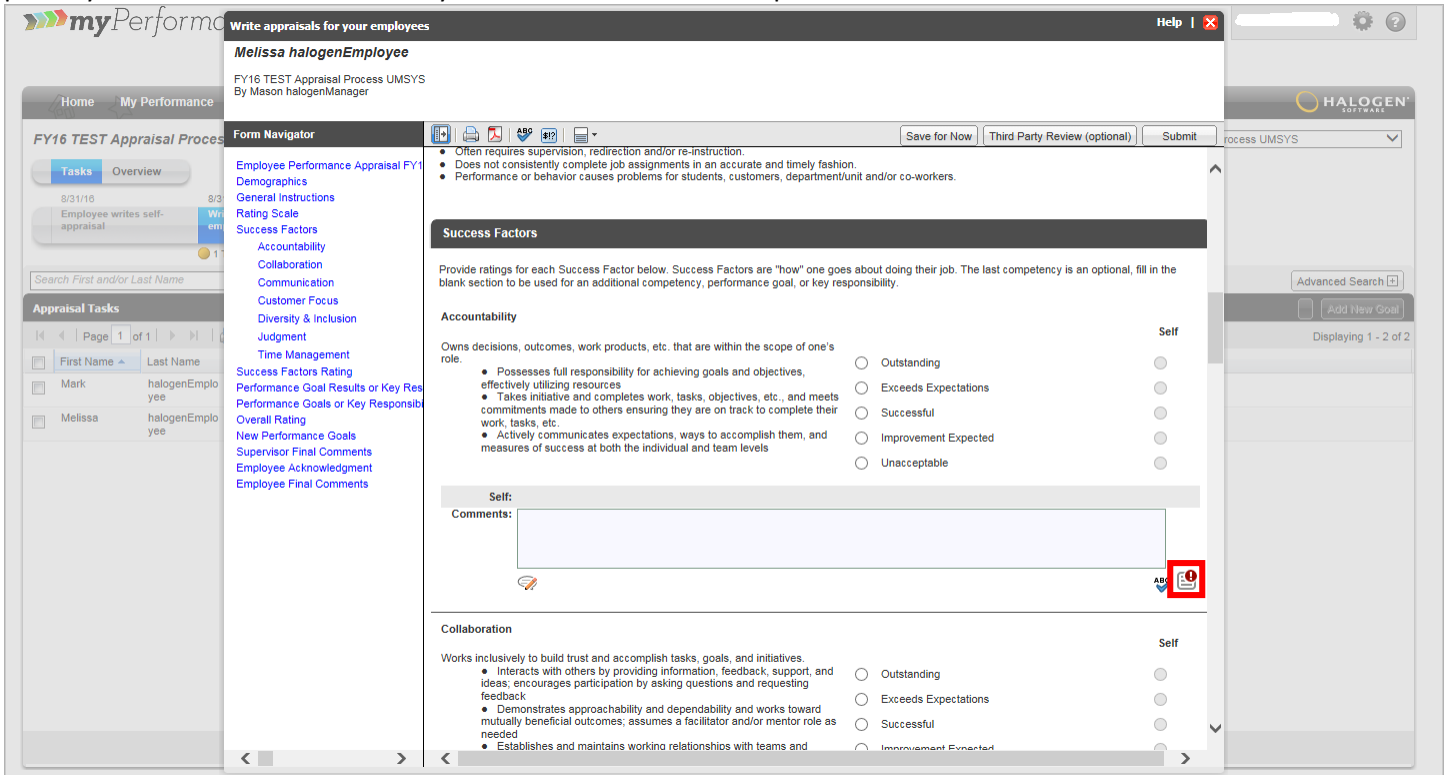
8. To send the appraisal back to the manager, click "Complete"



9. Click on "Write appraisals for your employees" to access the feedback the third party reviewer provided. The number of annotations that the third party reviewer will be listed at the top of the form



10. In order to submit the form, all annotations must be read. Unread annotations will be marked by a red exclamation point symbol. Click the annotation symbol to read the feedback provided



11. Once the unread annotations are read, the third party review is complete. There are no limits on the number of third party reviews that can occur. A third party review can be canceled at time by clicking the Task Status tab, clicking "View Appraisal," and then clicking "Cancel Review"

myPerformance Write appraisals for your employees Help | X

Melissa halogenEmployee
FY16 TEST Appraisal Process UMSYS
By Mason halogenManager

Home My Performance

FY16 TEST Appraisal Process

Tasks Overview

8/31/16 8/31/16
Employee writes self-appraisal

Search First and/or Last Name

Appraisal Tasks

Page 1 of 1

First Name	Last Name
Mark	halogenEmployee
Melissa	halogenEmployee

Form Navigator

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myPerformance
Employee Performance Appraisal FY16

Demographics

Name: Melissa halogenEmployee Employee ID:
Job Title: VP of Support Supervisor: MasonhalogenManager
Department:

General Instructions

The annual Performance Appraisal is intended to summarize employee performance over the past year and provide an opportunity to plan for next year. Two sections of the form count toward overall rating: Success Factors and Key Responsibilities. Use the rating scale definitions below to help accurately document performance. Use the comment boxes to provide specific examples that support the rating. A comment must be provided if a rating of "Outstanding" or "Unacceptable" is given.

Rating Scale

Outstanding

- Is a role model in the job.
- Exhibits mastery in all facets of the job.
- Puts the customer at the center of every activity.
- Steps outside of existing responsibilities to add value to the University.
- Identifies break through concepts.
- Is sought out by colleagues for advice on issues.
- Models the values of the University on a daily basis.
- Is in sync with the strategic direction of the University.
- Is universally regarded by others as a knowledgeable resource and true asset.
- Acts as a mentor, guide and teacher.
- Seeks new and improved ways to perform the job.
- Openly shares information and resources.
- Actively promotes cooperation, understanding and teambuilding.

Exceeds Expectations

- Performance consistently exceeds expectations in Key Responsibility or Success Factor.
- Sets and meets challenging professional goals and shows initiative in meeting them.
- Assumes extra responsibilities and participates in projects often.
- Proactive in planning, problem solving and initiating solutions within work group.

Cancel Review

HALOGEN SOFTWARE
process UMSYS

Advanced Search
Add New Goal
Displaying 1 - 2 of 2