

# Quick Reference Card – Performance Management Adding Goals & Activities - Nursing



**Process:** This process is used to add goals and activities to your performance evaluation for the year.

**Role:** Nursing Employees

**Frequency:** When needed

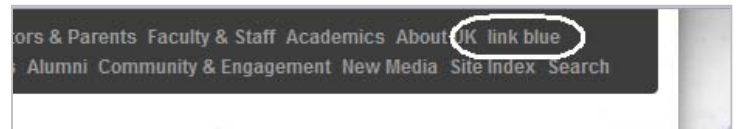
## Navigating to the Performance Evaluation

On **CareWeb**, click on **MyUK Portal** under the **Professional Links** section



OR

On the main **UK home** page (<http://www.uky.edu/>), click on **link blue**



OR

Click on **myUK**



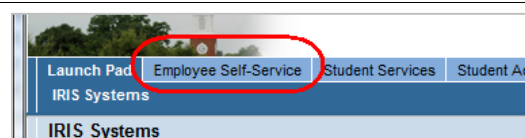
Enter your link blue (AD or MC User ID) **User ID** and **Password**



Click **Sign On**

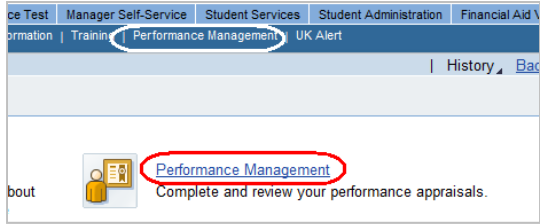
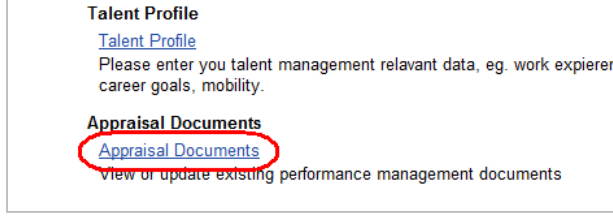

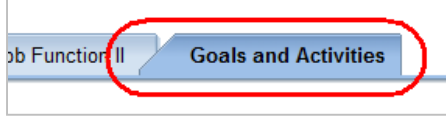
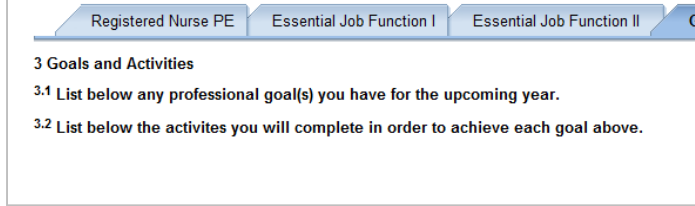
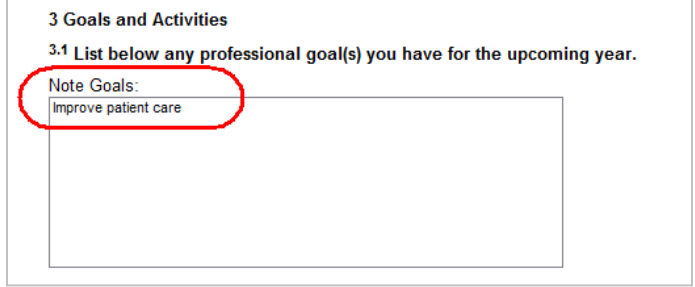


Click **Employee Self-Service**



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|   |  |
|---|--|
| <p>Click <b>Performance Management</b></p>  |    |
| <p>Under the category of <b>Appraisal Documents</b>, select <b>Appraisal Documents</b></p>                                  |    |
| <p>Click on the document under <b>Appraisal Document Name</b></p> <p><b>Note:</b> Document will open in another window.</p> |    |
| <b>Goals and Activities Tab</b>   |  |
| <p>Click <b>Goals and Activities</b></p>  |  |
| <p>You will be able to see any goals or activities that have been added by your manager</p>                                 |  |
| <p>Enter any additional goals into the <b>Note Goals</b> text box</p>   |  |

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Enter any additional goals into the **Note Activities** text box

3.2 List below the activities you will complete in order to achieve each goal above.

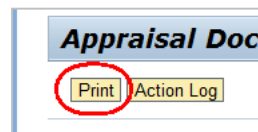
Note Activities:

Complete 6 hrs of CEU course(s)

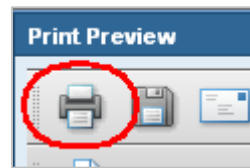
## Saving as a PDF file (Preferred Method)

**Note:** You may want to save your document to your desktop as a pdf if you have Adobe Acrobat on your computer.

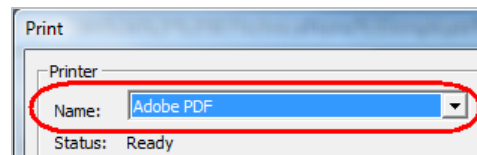
Click **Print**



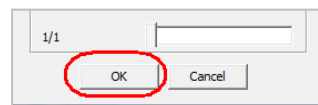
When the print preview opens, click on the printer icon to print the pdf file



In the printer Name field, select **Adobe PDF**



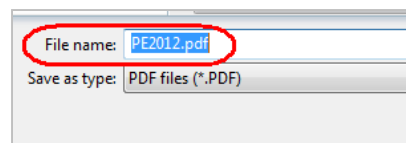
Click **OK**



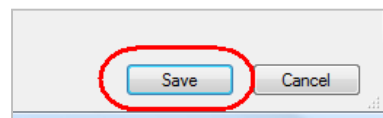
When the **Save** window appears, select the folder where you want to save the document



Enter the filename



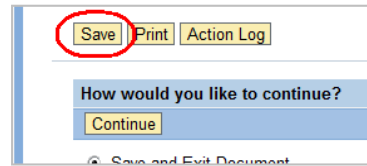
Click **Save**



**Saving, Submitting and Logging Off**

To save the document while you are working, click **Save**

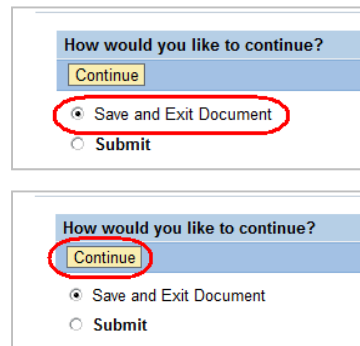
**Note:** This will save your work and leave the document open.



If you need to close the document and save your work:

Select the **Save and Exit Document** radio button

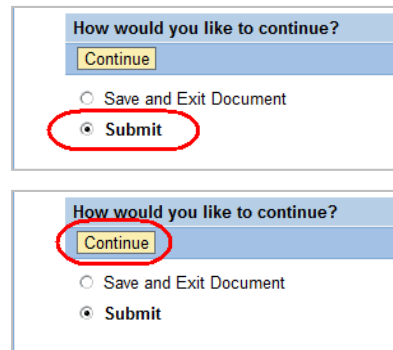
Click **Continue**



If you are ready to submit the document to your manager:

Select **Submit**

Click **Continue**



To log out of *myUK*, click **Log off**

