Process: This process is used to display your job expectations for the year.	

Role: Nursing Employees	**Frequency:** When needed

Navigating to the Performance Evaluation

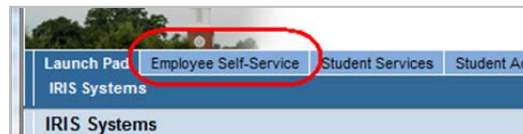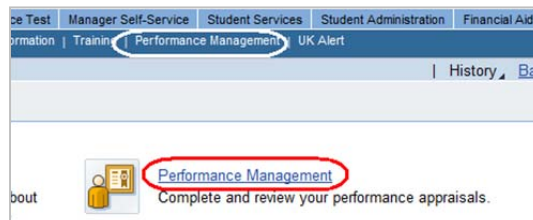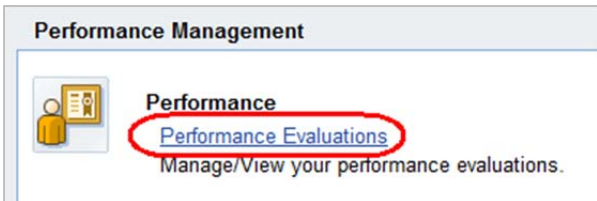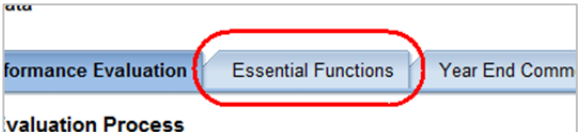|	
On the main **UK home** page (http://www.uky.edu/), click on **link blue**	
Click on **myUK**	
Enter your link blue (AD or MC User ID) **User ID** and **Password**	
Click **Sign On**	
Click **Employee Self-Service**	
Click **Performance Management**	
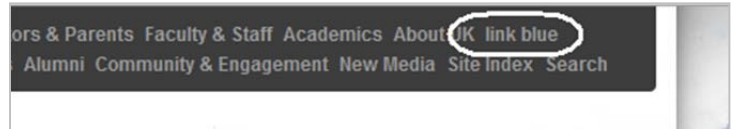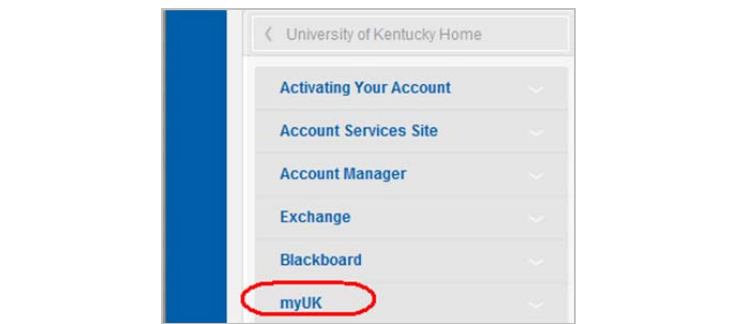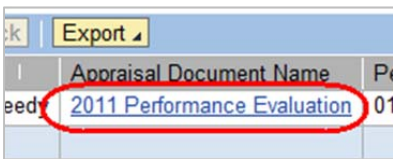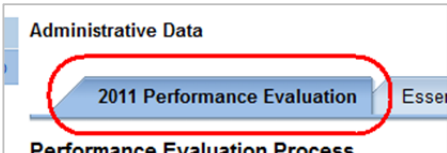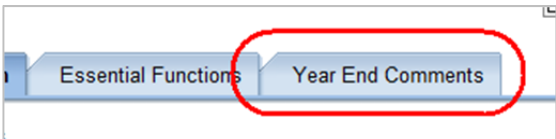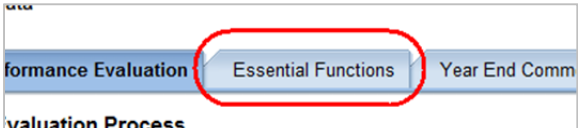
Click **Performance Evaluations**	**Performance Management** Performance Performance Evaluations Manage/View your performance evaluations.

Displaying Expectations

Click on the document under **Appraisal Document Name** **Note:** Document will open in another window.	Export Appraisal Document Name P eedy 2011 Performance Evaluation 01
2011 Performance Evaluation Tab Administrative Data 2011 Performance Evaluation Esse Performance Evaluation Process	Displays the appraisal process
Essential Job Function Tabs formance Evaluation Essential Functions Year End Comm valuation Process	Displays essential functions, job standards, and weighting
Year End Comments Tab Essential Functions Year End Comments	Displays employee and manager comments entered during year end review process

Essential Job Function Tab

Click on the **Essential Functions** tab to display your essential functions and the job standards	formance Evaluation Essential Functions Year End Comm valuation Process

|	
Note: Each essential function will be listed along with its job standards and the weighting for it.	1 Click this link for a full description of rating guidelines. **1.1 Essential Function** Note Essential Function: Updates and maintains student files and records. Posts academic bankruptcy, suspension/probation, and graduate information to student transcripts. Maintains student files for active and inactive students. Note Job Standards: Always checks to verify information posted is accurate prior to processing student transcripts. Always checks to verify that repeat options and academic bankruptcies are in accordance with senate rules prior to processing. All postings are completed within designated time frame. Student files are sorted correctly according to alphabet. All files coming from Admissions are checked to verify accuracy of the transfer work posted; updates GPAs whenever necessary; all these files are checked before priority registration for the next term. Weighting: 0.35 **1.2 Essential Function**

Displaying the Action Log
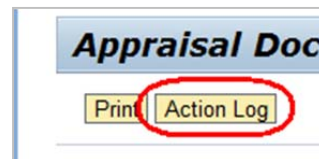
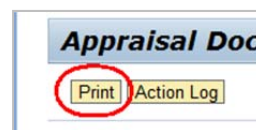|	
Click **Action Log**	**Appraisal Docu** Print Action Log
Action Log Action Log 	Action	User	Date	Time	Admin
---	---	---	---	---
Appraisal document created	Leigh C Baker	06/16/2011	08:36:25	☑
Appraisal document status set to 'In Planning' (Review and Enter Job Standards)	Leigh C Baker	06/16/2011	08:36:26	☑
Appraisal document displayed	Melissa A Reedy	06/16/2011	09:10:58	☐ | OK	Displays all actions taken with the document including displaying the document
Click **OK** to close the box	2011 10.00.20 ☐ OK

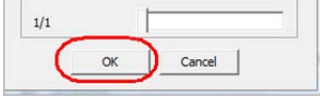## Saving as a PDF file (Preferred Method)
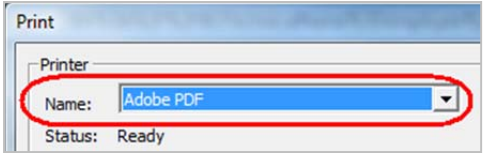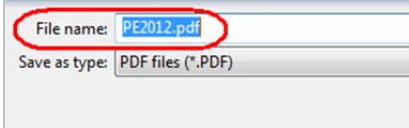
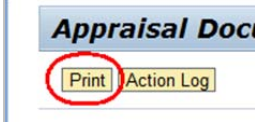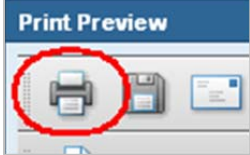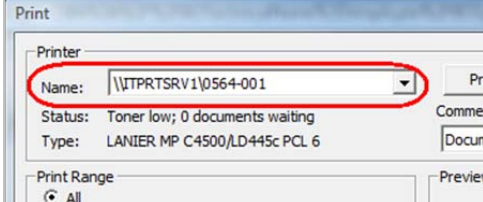|	
Note: You may want to save your document to your desktop as a pdf if you have Adobe Acrobat on your computer.	
Click **Print**	**Appraisal Docu** Print Action Log
When the print preview opens, click on the printer icon to print the pdf file	**Print Preview**

IRIS
Integrated Resource
Information System
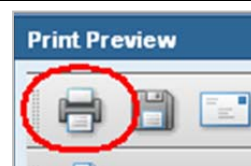
In the printer Name field, select **Adobe PDF**	Print / Printer / Name: Adobe PDF / Status: Ready
Click **OK**	1/1 / OK Cancel
When the **Save** window appears, select the folder where you want to save the document	Save PDF File As / Desktop / Organize ▾ Views ▾ New Folder
Enter the filename	File name: PE2012.pdf / Save as type: PDF files (*.PDF)
Click **Save**	Save Cancel

Printing the Document

Note: Preference is to save an electronic copy of the appraisal document on your computer, but if needed, you may print a copy of the pdf document by using the following steps.

Click **Print**	**Appraisal Docu** / Print Action Log
When the print preview opens, click on the printer icon to print the pdf file	**Print Preview**
Select your printer, if it is not already displayed	Print / Printer / Name: \\ITPRTSRV1\0564-001 / Status: Toner low; 0 documents waiting / Type: LANIER MP C4500/LD445c PCL 6 / Print Range / All

Select the number of copies	
Click **OK**	

Closing and Logging Off

To close the document, click **Close**	
On the **Employee Documents** window, click **Close** to close the window	
To log out of *myUK*, click **Log off**	