

# Quick Reference Card – Performance Management Displaying Expectations - Nursing



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

**Role:** Nursing Employees

**Frequency:** When needed

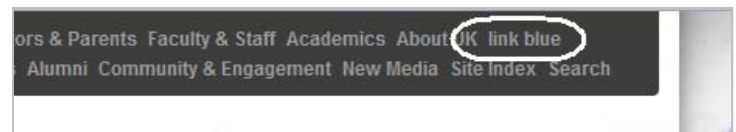
## Navigating to the Performance Evaluation

On **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**



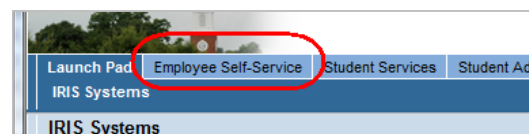
Enter your link blue (AD or MC User ID) **User ID** and **Password**



Click **Sign On**



Click **Employee Self-Service**



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Click **Performance Management**

Under the category of **Appraisal Documents**, select **Appraisal Documents**

## Displaying Expectations

Click on the document under **Appraisal Document Name**

**Note:** Document will open in another window.

Appraisee Name	Appraisal Document Name	F
Miss Ann Curry Reedy	Registered Nurse PE	0

First Tab

Displays the appraisal process

Essential Job Function Tabs

Each tab displays an essential function and the job standards for that function

Goals and Activities Tab

Lists any professional goal(s) and activities you and your manager have chosen

## Essential Job Function Tab

Click on one of your **Essential Job Function** tabs to display the function and the job standards for that function

# Quick Reference Card – Performance Management

## Displaying Expectations - Nursing



The whole number displays the job function	
The weighting for the job function is displayed below it	
The decimal numbers display the job standards	
To view more details about the job standards for the Job Stand Ratings click on the link under the job function	

### Goals and Activities Tab

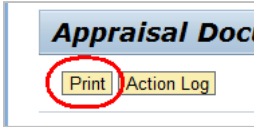
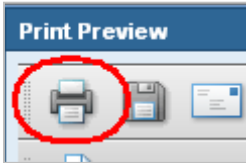
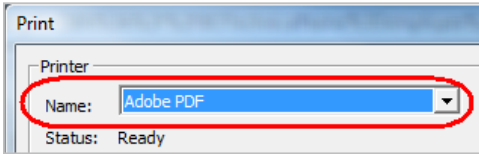
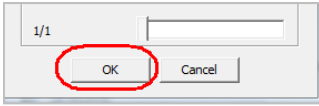
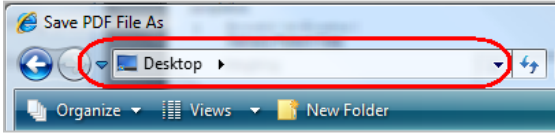
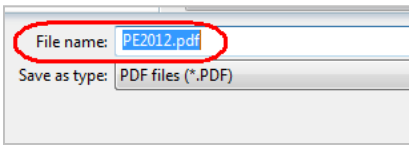

Click <b>Goals and Activities</b>	
You will be able to see any goals or activities that have been added by your manager	

### Displaying the Action Log

Click <b>Action Log</b>	
<b>Action Log</b> 	Displays all actions taken with the document including displaying the document
Click <b>OK</b> to close the box	

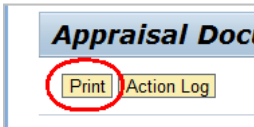
**Saving as a PDF file (Preferred Method)**

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

Click <b>Print</b>	
When the print preview opens, click on the printer icon to print the pdf file	
In the printer Name field, select <b>Adobe PDF</b>	
Click <b>OK</b>	
When the <b>Save</b> window appears, select the folder where you want to save the document	
Enter the filename	
Click <b>Save</b>	

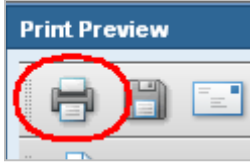
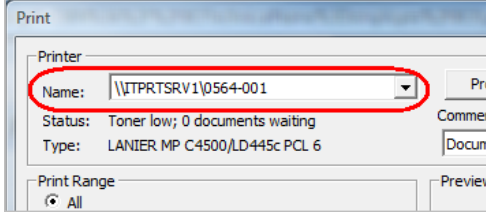
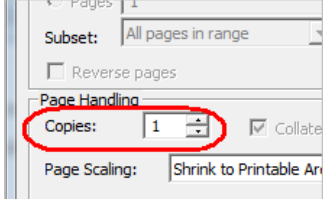
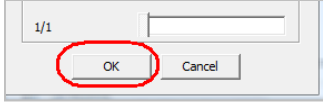
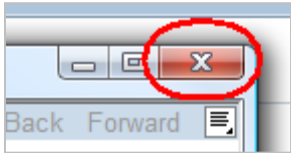
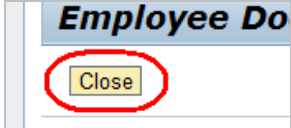
**Printing the Document**

**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 <b>Print</b>	
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<p>When the print preview opens, click on the printer icon to print the pdf file</p>	
<p>Select your printer, if it is not already displayed</p>	
<p>Select the number of copies</p>	
<p>Click <b>OK</b></p>	
<b>Closing and Logging Off</b>	
<p>To close the document, click <b>Close</b></p>	
<p>On the <b>Employee Documents</b> window, click <b>Close</b> to close the window</p>	
<p>To log out of <i>myUK</i>, click <b>Log off</b></p>	