Add an Expectation

IRIS
Integrated Resource
Information System

Process: This process is used to add an essential function and job standards to the employee's expectations.	
Role: Managers	**Frequency:** When needed

Navigating to the Performance Evaluation

Refer to the **Entering Expectations** Quick Reference Card for navigation details

Essential Job Function Tabs

Click on the **Essential Functions** tab	Essential Functions
To add an essential function, click **Add**	Essential Functions ... on of rating guidelines Add
Enter the essential function into the **Note Essential Function** **Note:** This box will remain editable until you release the form to the employee for planning review. You will be able to make edits after the employee has completed the self-assessment process.	**1.1 Essential Function** Delete 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:
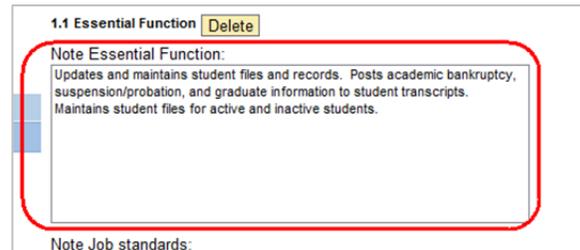
Adding Job Standards

To add job standards for the essential function, type the standard in the **Note Job Standards** text box **Note:** Remember, the job standards describe in *measurable* terms the results that indicate that an employee has properly performed the particular essential function. There is no limit to the length of text you may enter in this box.	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: 1.00

Weighting the Essential Functions

Enter the weight for the essential function into the **Weighting** field **as a decimal number**, such as 0.50 **Note:** All essential function weights **must** add up to 1.00 in total.	necessary; all these files are checked before priorit term. Weighting: .35
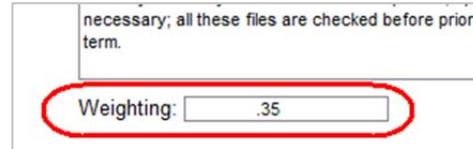
Saving the Document

To save the document while you are working, click **Save** **Note:** This will save your work and leave the document open.	Save Print Action Log **How would you like to continue?** Continue Save and Exit Document
If you need to close the document and save your work: Select the **Save and Exit Document** radio button Click **Continue**	**How would you like to continue?** Continue ○ Save and Exit Document ○ Essential Functions and Job Standards Complete **How would you like to continue?** Continue ⊙ Save and Exit Document ○ Essential Functions and Job Standards Complete
If you are ready to submit the document to the employee: Select **Essential Functions and Job Standards Complete** Click **Continue**	**How would you like to continue?** Continue ○ Save and Exit Document ⊙ Essential Functions and Job Standards Complete **How would you like to continue?** Continue ○ Save and Exit Document ⊙ Essential Functions and Job Standards Complete
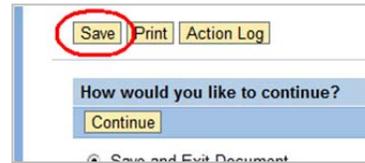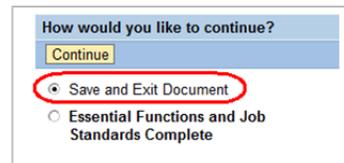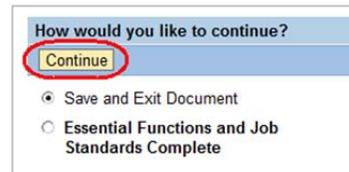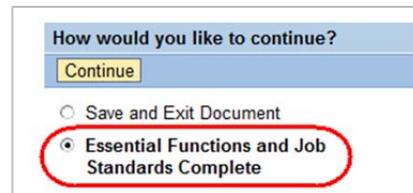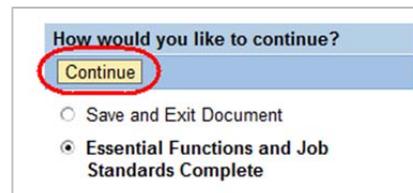
Note: The document will close and you will be returned to the **Employee Documents** window which will be refreshed.

Saved and Exited Document:
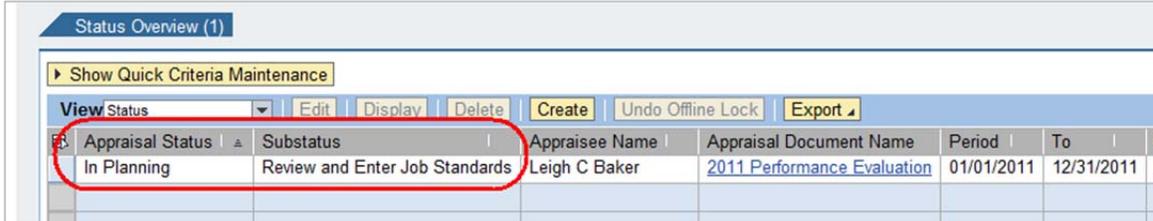
Appraisal Status	Substatus	Appraisee Name	Appraisal Document Name	Period	To
In Planning	Review and Enter Job Standards	Leigh C Baker	2011 Performance Evaluation	01/01/2011	12/31/2011

Submitted Document:
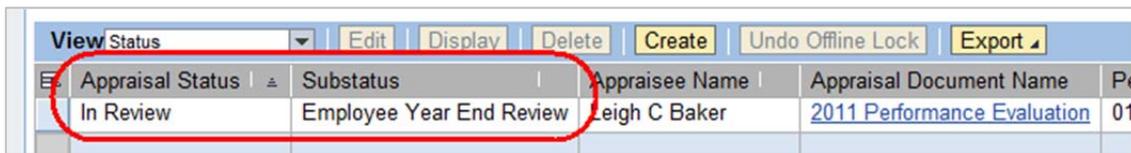
Appraisal Status	Substatus	Appraisee Name	Appraisal Document Name	Pe
In Review	Employee Year End Review	Leigh C Baker	2011 Performance Evaluation	01/

Closing and Logging Off
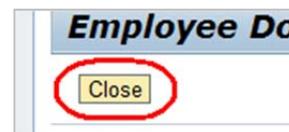
On the **Employee Documents** window, click **Close** to close the window	**Employee Do** [Close]
To log out of *myUK*, click **Log off**	Help Log off