Quick Reference Card – Performance Management
Entering Expectations

IRIS Integrated Resource Information System

Process: This process is used to manually enter the essential functions and job standards to the employee's expectations.

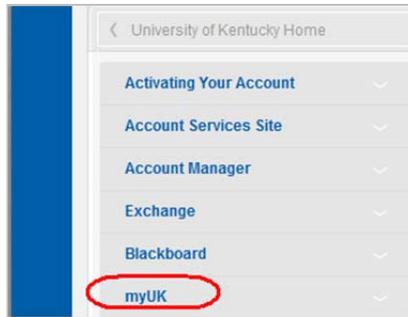| Role: Managers	Frequency: When needed

Navigating to the Performance Evaluation

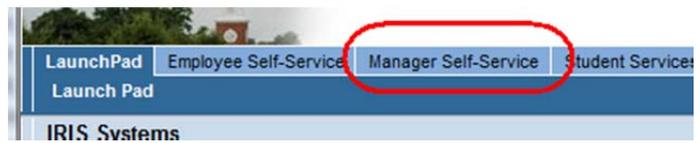| On the main UK home page (http://www.uky.edu/), click on **link blue**	
Click on **myUK**	
Enter your link blue (AD or MC User ID) **User ID** and **Password**	
Click **Sign On**	
Click on **Manager Self-Service**	
Click **Performance Management**	

Note: The **Employee Documents** window will display.

When the list of employees displays, click on the document listed under **Appraisal Document Name** for the employee you want to select

Entering Expectations

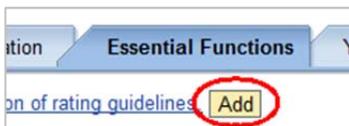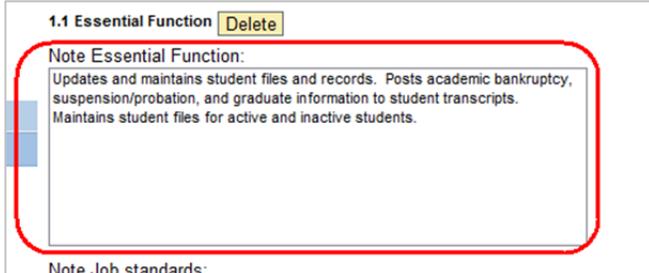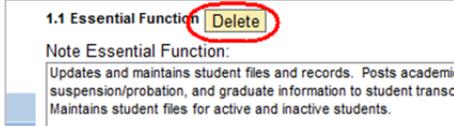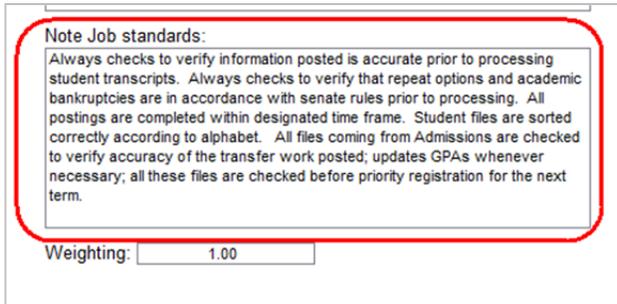The employee's performance evaluation will display with information about the process.

Essential Job Function Tabs

Click on the **Essential Functions** tab

IRIS
Integrated Resource Information System

To add an essential function, click **Add**	Essential Functions ... ation ... 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. **Note:** You can cut and paste the content from last year's performance evaluation form or from the JAQ (Job Analysis Questionnaire) for the position, if you have an electronic copy of either document. There is no limit to the length of text you may enter in this box.	**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:
If you need to delete one of the essential functions, click **Delete** next to the function	**1.1 Essential Function** [Delete] Note Essential Function: Updates and maintains student files and records. Posts academic suspension/probation, and graduate information to student transc Maintains student files for active and inactive students.

Adding Job Standards

To add job standards for each essential function, type the standard in the **Note Job Standards** text box or cut and paste the standard from last year's electronic copy of the employee's performance evaluation **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]

IRIS
Integrated Resource
Information System

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   ]
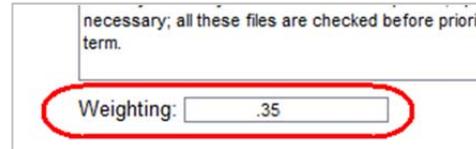
Saving the Document

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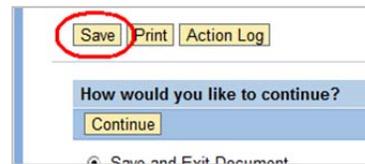
If you need to close the document and save your work:

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

How would you like to continue?

Continue

○ Save and Exit Document
○ 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
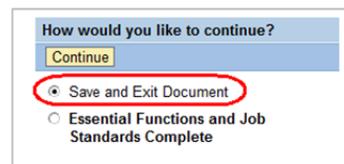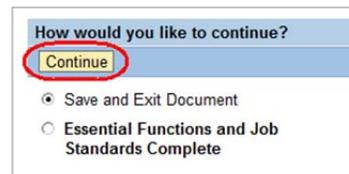
If you are ready to submit the document to the employee:

Select **Essential Functions and Job Standards Complete**

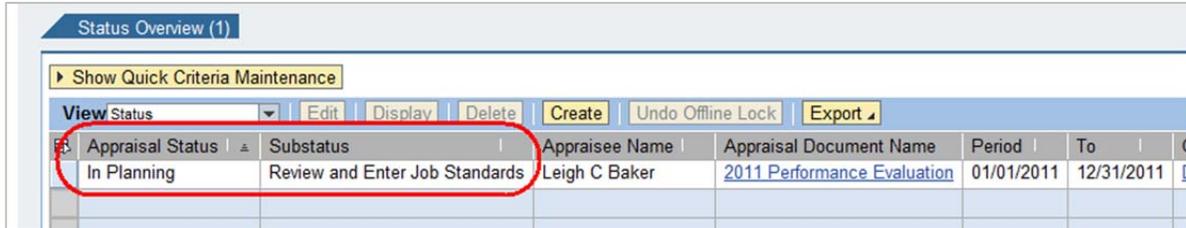How would you like to continue?

Continue

○ Save and Exit Document
● Essential Functions and Job Standards Complete

Click **Continue**

How would you like to continue?

Continue

○ Save and Exit Document
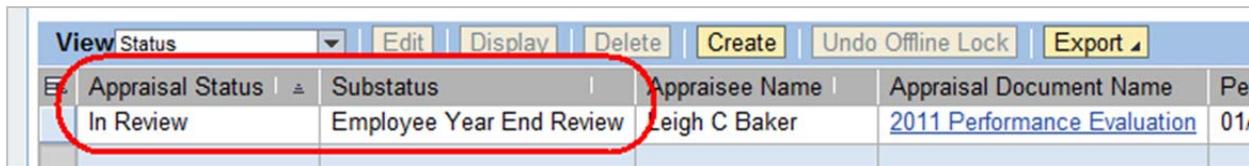● Essential Functions and Job Standards Complete
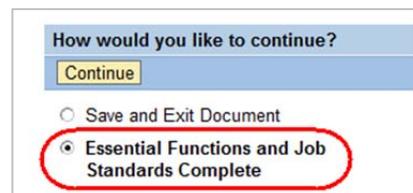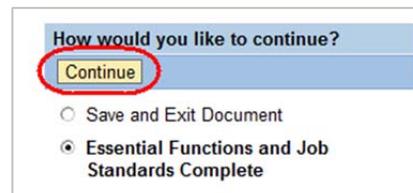
Note: The document will close and you will be returned to the **Employee Documents** window which will be refreshed.

Saved and Exited Document:

Submitted Document:

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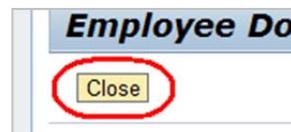
On the **Employee Documents** window, click **Close** to close the window	
To log out of *myUK*, click **Log off**	