

# Quick Reference Card – Performance Management Entering Expectations - Nursing



**Process:** This process is used to enter additional expectations to the pre-determined nursing expectations. It is also used to add goals and activities for the employee.

**Role:** Nursing Managers

**Frequency:** When needed

## Navigating to the Performance Evaluation

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

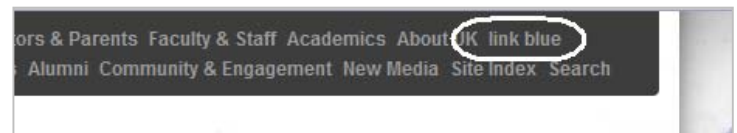
OR

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

Click on **myUK**



OR



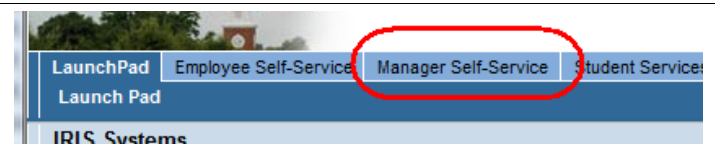
Enter your link blue (AD or MC User ID) **User ID** and **Password**



Click **Sign On**



Click on **Manager Self-Service**

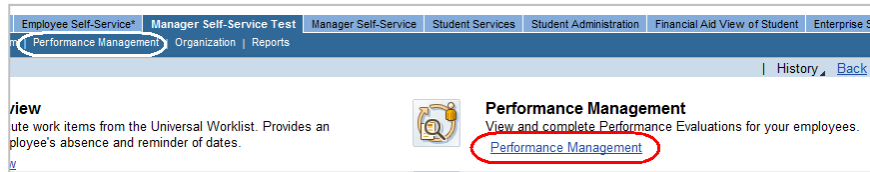


# Quick Reference Card – Performance Management

## Entering Expectations - Nursing



Click **Performance Management**

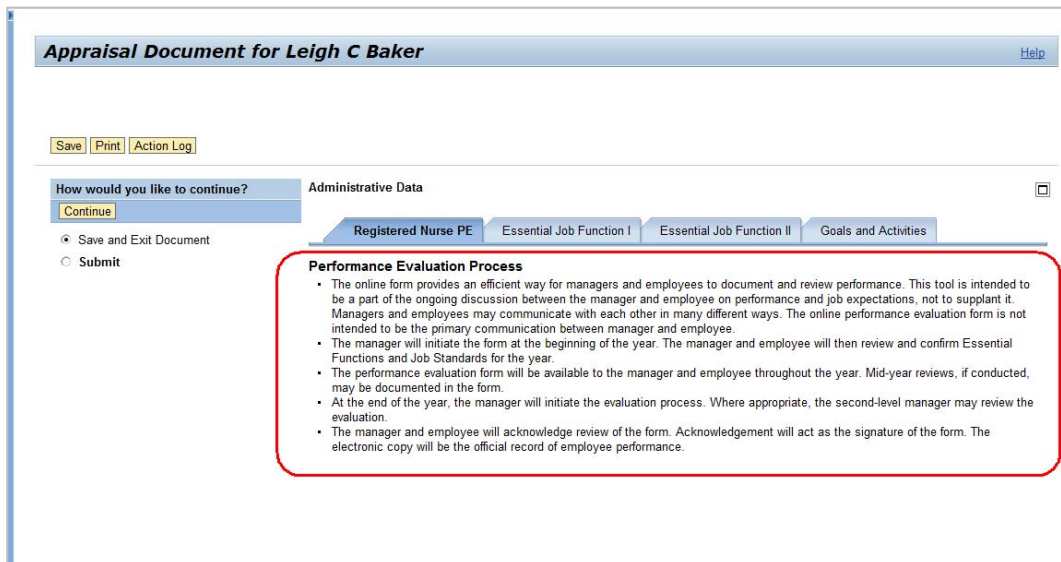


### Entering Expectations

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

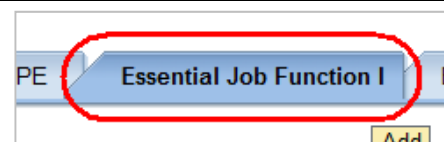
ay	Delete	Create Multiple	Undo Offline Lock	Export
Appraiser	Appraisee Name	Appraisal Document Name	Period	
ards	William D Verble	Registered Nurse PE	04/01/2011	
ards	Leigh C Baker	Registered Nurse PE	04/01/2011	

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

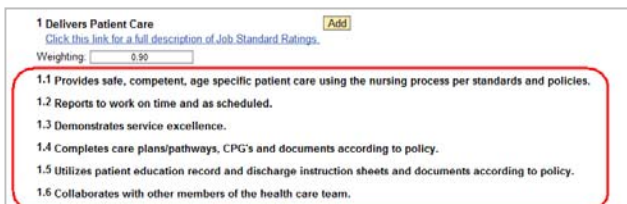


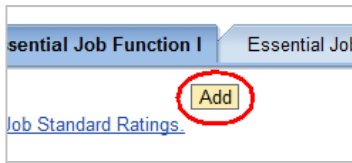
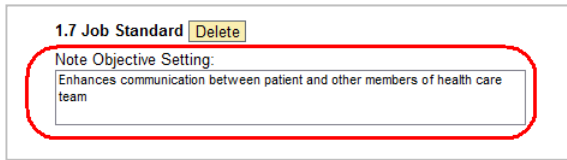
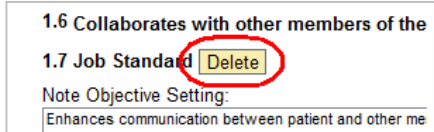
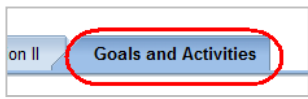
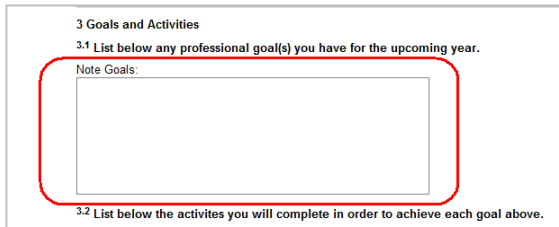
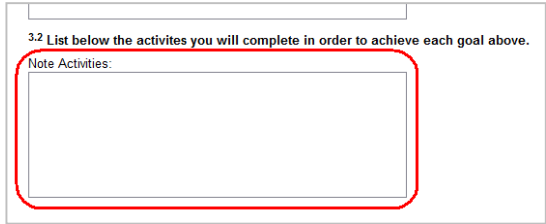
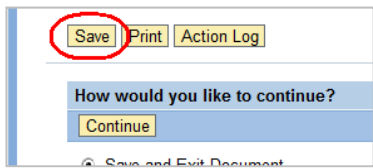
### Essential Job Function Tabs

Click on the **Essential Job Function** tab you want to edit



**Note:** Nursing essential job functions already have pre-established job standards, although other standards may be added.

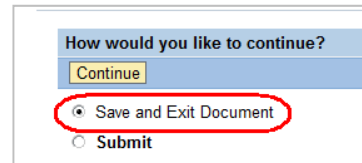


<p>To add a job standard, click <b>Add</b></p>	
<p>Enter the standard into the text box</p> <p><b>Note:</b> This box will remain editable throughout the year.</p>	
<p>If you need to delete one of the added standards, click <b>Delete</b> next to the standard</p>	
<p><b>Adding Goals and Activities</b></p>	
<p>To add goals and/or activities for the employee, click on the <b>Goals and Activities</b> tab</p>	
<p>Enter any goals in the <b>Goals</b> text box</p>	
<p>Enter any activities to reach the goals in the <b>Activities</b> text box</p>	
<p><b>Saving the Document</b></p>	
<p>To save the document while you are working, click <b>Save</b></p> <p><b>Note:</b> This will save your work and leave the document open.</p>	

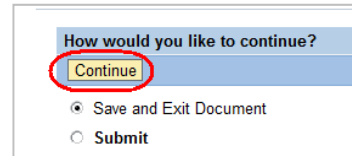
If you need to close the document and save your work:

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

Click **Continue**



How would you like to continue?  
Continue  
 Save and Exit Document  
 Submit

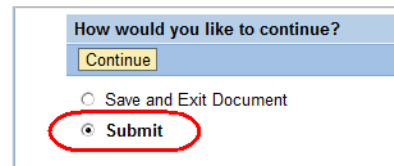


How would you like to continue?  
Continue  
 Save and Exit Document  
 Submit

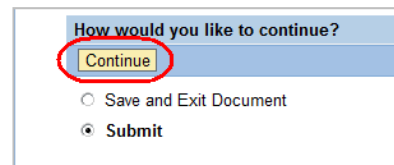
If you are ready to submit the document to the employee:

Select **Submit**

Click **Continue**



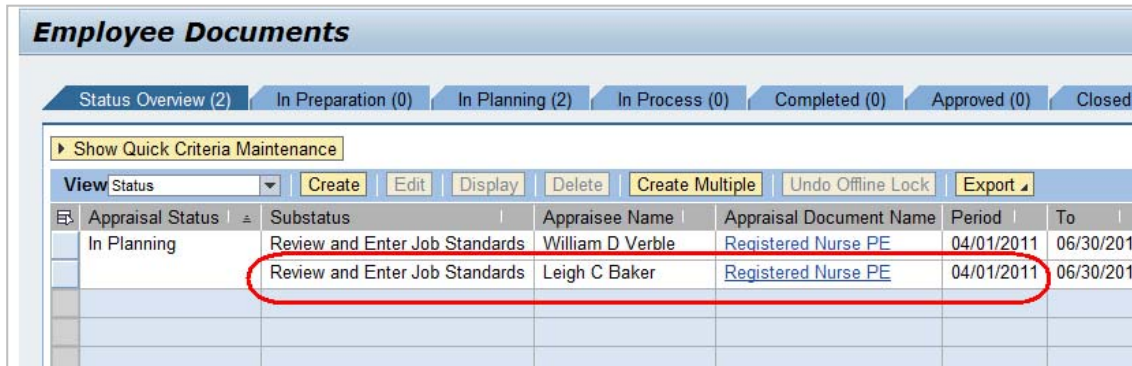
How would you like to continue?  
Continue  
 Save and Exit Document  
 Submit



How would you like to continue?  
Continue  
 Save and Exit Document  
 Submit

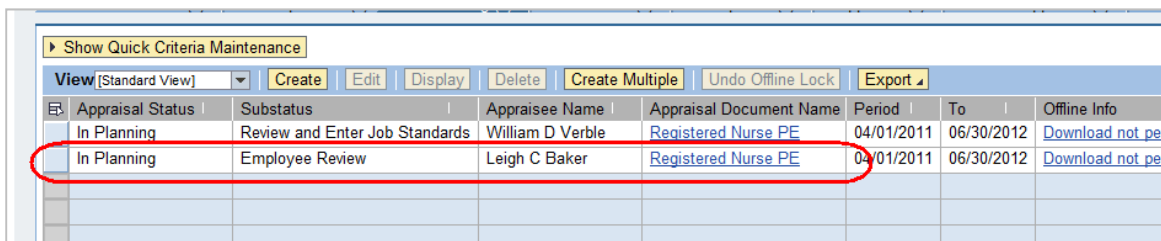
**Note:** The document will close and you will be returned to the **Employee Documents** window which will be refreshed.

Saved and Exited Document:



Appraisal Status	Substatus	Appraisee Name	Appraisal Document Name	Period	To
In Planning	Review and Enter Job Standards	William D Verble	Registered Nurse PE	04/01/2011	06/30/2011
	Review and Enter Job Standards	Leigh C Baker	Registered Nurse PE	04/01/2011	06/30/2011

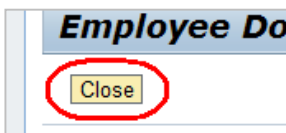
Submitted Document:



Appraisal Status	Substatus	Appraisee Name	Appraisal Document Name	Period	To	Offline Info
In Planning	Review and Enter Job Standards	William D Verble	Registered Nurse PE	04/01/2011	06/30/2012	Download not per
In Planning	Employee Review	Leigh C Baker	Registered Nurse PE	04/01/2011	06/30/2012	Download not per

## Closing and Logging Off

On the **Employee Documents** window, click **Close** to close the window



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

