

Quick Reference Card – Performance Management Mid Year Manager Comments - Nursing



Process: This process is used by the manager to enter mid-year comments to nursing employee evaluations.

Role: Nursing Managers

Frequency: When needed

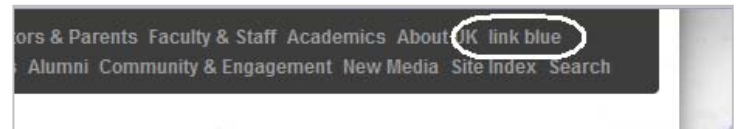
Navigating to the Performance Evaluation

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



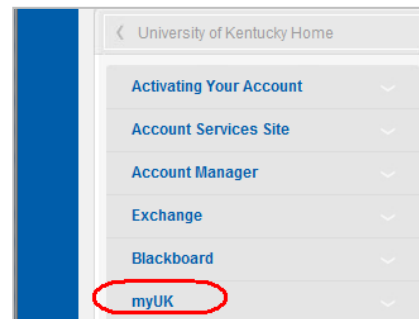
OR

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



OR

Click on **myUK**



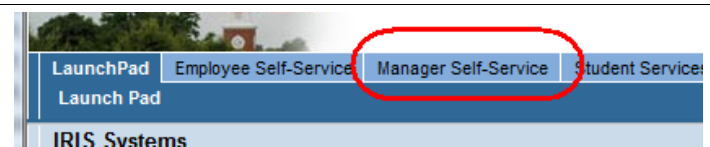
Enter your link blue (AD or MC User ID) **User ID** and **Password**



Click **Sign On**



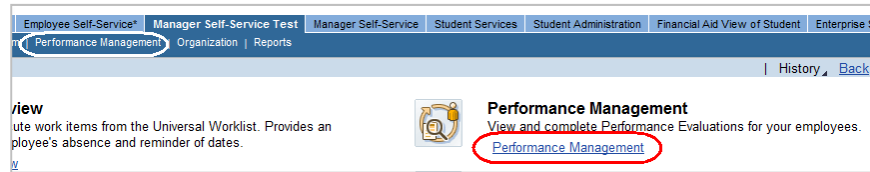
Click on **Manager Self-Service**



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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

Substatus	Appraisee Name	Appraisal Document Name	Pe
Manager Mid Year	Leigh C Baker	Registered Nurse PE	04

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

Appraisal Document for Leigh C Baker [Help](#)

[Save](#) [Print](#) [Action Log](#)

How would you like to continue?
[Continue](#)

Save and Exit Document
 Submit

Administrative Data

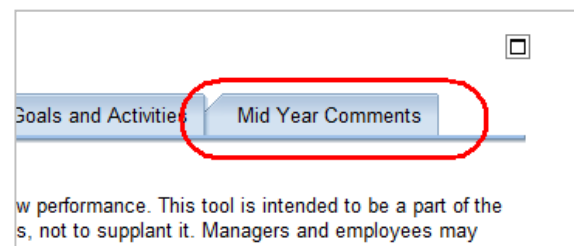
[Registered Nurse PE](#) [Essential Job Function I](#) [Essential Job Function II](#) [Goals and Activities](#) [Mid Year Comments](#)

Performance Evaluation Process

- The online form provides an efficient way for managers and employees to document and review performance. This tool is intended to be a part of the ongoing discussion between the manager and employee on performance and job expectations, not to supplant it. Managers and employees may communicate with each other in many different ways. The online performance evaluation form is not intended to be the primary communication between manager and employee.
- The manager will initiate the form at the beginning of the year. The manager and employee will then review and confirm Essential Functions and Job Standards for the year.
- The performance evaluation form will be available to the manager and employee throughout the year. Mid-year reviews, if conducted, may be documented in the form.
- At the end of the year, the manager will initiate the evaluation process. Where appropriate, the second-level manager may review the evaluation.
- The manager and employee will acknowledge review of the form. Acknowledgement will act as the signature of the form. The electronic copy will be the official record of employee performance.

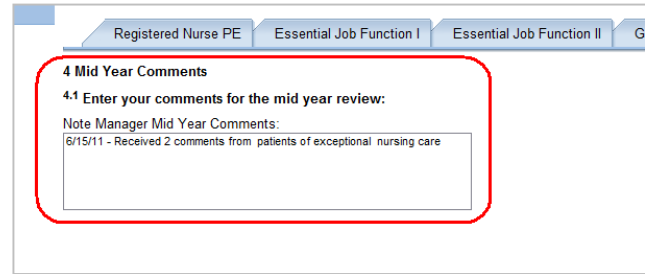
Mid-Year Comments Tab

Click on the **Mid Year Comments** tab



In the **Note Employee Mid Year Comments** field, enter any comments throughout the year about the employee's performance

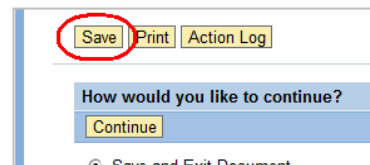
Note: The employee **will not** be able to see the comments until the end of year review process has been completed.



Saving the Document

To save the document while you are working, click **Save**

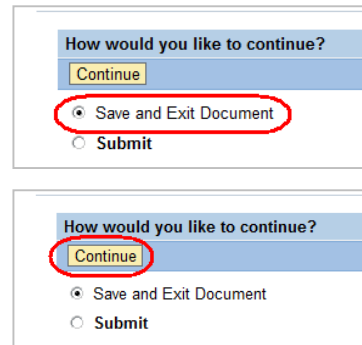
Note: This will save your work and leave the document open.



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

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

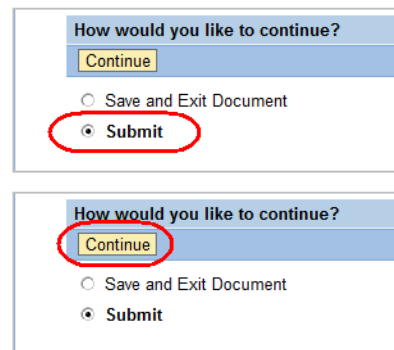
Click **Continue**



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

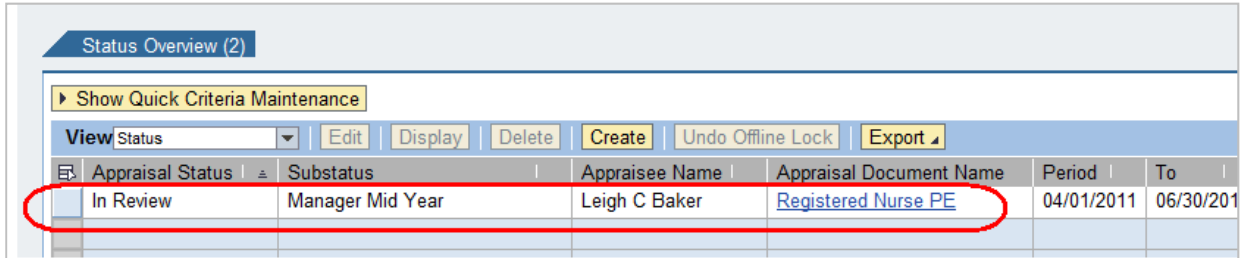
Select **Submit**

Click **Continue**



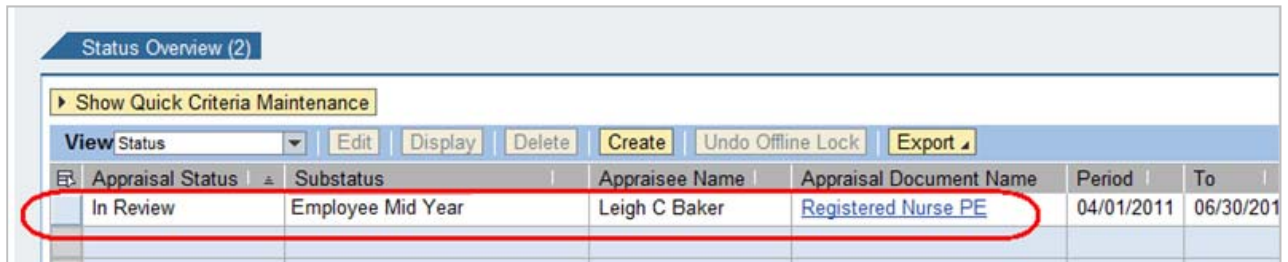
Note: The document will close and you will be returned to the **Employee Documents** window which will be refreshed.

Saved and Exited Document:



Appraisal Status	Substatus	Appraisee Name	Appraisal Document Name	Period	To
In Review	Manager Mid Year	Leigh C Baker	Registered Nurse PE	04/01/2011	06/30/2011

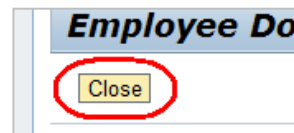
Submitted Document:



Appraisal Status	Substatus	Appraisee Name	Appraisal Document Name	Period	To
In Review	Employee Mid Year	Leigh C Baker	Registered Nurse PE	04/01/2011	06/30/2011

Closing and Logging Off

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



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

