

### UKG Performance Review – SJPH User Guide

Employee Self-Review

Your self-review can be completed on either the browser or mobile app. As with most UKG features, navigating on the web browser and a larger screen will be easier.

1	Log in to UKG.	
2	Navigate to <i>My Mailbox</i> and the <i>My To Do Items</i> tab.	My mailbox > My To Do Items ④ My Checklists ①
З	Select <i>Review Performance Review</i> to do item and click the green <i>Review</i> button.	Review Performance Review  Review Performance Review Review Performance R
4	Review the details on the <i>Instructions</i> tab.	My Performance Review      EllieErin EmployeeTest (ST JAMES PARISH HOSP SERV DIST) (28888)      Status: In Progress      Instructions     Entry Summary
5	Click the <i>Entry</i> tab. Review each element and select a rating for each. Add comments where appropriate.	My Performance Review     EllieErin EmployeeTest (ST JAMES PARISH HOSP SERV DIST) (28888)     Status: In Progress     Instructions     Entry     Summary
6	Rate your performance for each element. Select a rating from the drop-down box. Add comments where appropriate.	My Review Rating     Role Model Exceptional Valued Contributor Inconsistent Not Effective Not Applicable
7	After rating and commenting on each section, input general comments and closing thoughts, such as a summary of your achievements for the year, and development ideas for the upcoming year.	GENERAL COMMENTS B I 및 중   I   三 三 三 目 Default (Noto 後 回 聞   三 ~ 三 ~   ④ 垣 理 99   ち ぐ   ダ
8	<b>Save your progress often!</b> After you are satisfied with your entry, click <i>Save</i> , and then click the <i>Summary</i> tab to review all the ratings. You may navigate back to the <i>Entry</i> tab to make and save changes.	View Job Description Save Submit Download          ← My Performance Review           EllieErin EmployeeTest (ST JAMES PARISH HOSP SERV DIST) (28888) Status: In Progress         Instructions Entry Summary
9	Click <i>Submit</i> to send the review to your Leader.	Download

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#### Navigation Tips

You can navigate through the available tabs and buttons in your performance review.

#### Tabs:

- Instructions: Instructions for completion.
- Entry: Input and submit your self-review ratings and comments.
- Summary: Overview of selected ratings and General Comments.

   My Performance Review

EE EllieErin Em	Status: In Progress		
Instructions	Entry	Summary	

Green Action Buttons:

- *View Job Description*: Click to view the job-specific duties of your primary job. (Note: not all job descriptions have been loaded into UKG but are available on SharePoint).
- *Save*: To save and revisit your progress.
- *Submit*: To complete your entry and progress the review to your leader (Note: you MUST click submit when you are done with self-review).
- *Download*: Download a PDF of the review in its current state.

0 🖂	.   (	View Job Description	) (	Save		Submit	) (	Download	)
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Entry Tab:

The self-review is broken into two sections: CORE VALUES / Standards of Performance and COMPETENCIES / Job Performance, each with multiple elements to review. Some questions have individual comments, and others have general comments for the whole section.

Next to each Rating box is a question mark icon. ⑦ Click this icon for a full definition of each rating.

gend Page 1 of 1	▶ 1 - 6 of 6 Rows	Rating • Search
ating	Value	Description
Not Applicable		The employee's position does not require them to utilize this competency or the employee's tenure at their position is too short to provide an adequate rating.
Role Model		The employee consistently demonstrates excellence in this area and their actions are a model for others to follow.
Exceptional		The employee is very proficient at this competency and consis- tently exceeds the performance of this competency for the re- quirements of their position.
Valued Contributor		The employee achieves and occasionally exceeds the perfor- mance of this competency for the requirements with noted ar- eas of improvement.
Inconsistent		The employee does not consistently demonstrate this compe- tency at a level acceptable for the requirements of their position.
Not Effective		The employee fails to demonstrate this competency at a level ac ceptable for the requirements of their position.



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Sign-Off After Employee/Leader Meeting

The employee sign-off can be easily completed on the browser or mobile app.

1	Log in to UKG.	
2	Navigate to <i>My Mailbox</i> and the <i>My To Do Items</i> tab.	My mailbox 7 My To Do Items  My Checklists
3	Click on the <i>Employee Sign Performance</i> <i>Review</i> to do the item.	Select all (0/0) Saved: [System] ▼ Employee Sign Performance Re ElileErin EmployeeTest: IST JAMES PARISH H ElileErin EmployeeTest: First * SJPH Leade Created 02/27/2024 10:08 am
4	Click the green <i>Sign</i> button to open the performance review.	Employee Sign Performance Review  EllieErin EmployeeTest (ST JAMES PARISH HOSP SERV DIST) (28888)  El View Performance Review 2 View Workflow  Manager 1 Erin E. Hymel Manager 2 Abigail Lejeune Cost Centers  Sign
5	<b>Optional Step</b> : To add closing comments, click the <i>Entry</i> tab and scroll down to <i>General</i> <i>Comments</i> to input remarks. Click the green <i>Save</i> button when you're done.	Instruction       Entry       Summary         EllieErin EmployeeTest       Erin E. Hymel         02/27/2024       02/27/2024         (no comment)       GENERAL COMMENTS         B       I       Y $\Im$ $\Box$ $\Box$ $\Box$ $\Im$ $\Box$ $\Box$ $\Box$ $\Box$ $\Im$ $\Box$
6	Click the <i>Summary</i> tab.	Instructions Entry Summary
7	Click the green Sign As Employee button.	1) 🔤 View Job Description Save Sign As Employee Download
8	Input your UKG password and click the green <i>I Agree</i> button to confirm that you have received your performance review.	Sign As Employee X  Please type your (Erin Becnel) password to confirm.  Password *  By clicking "I Agree," you acknowledge that you have received your performance review.  Cancel I Agree
9	Click <i>OK</i> .	Completed Submitted