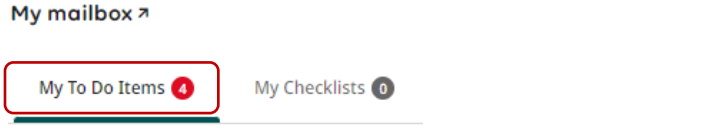
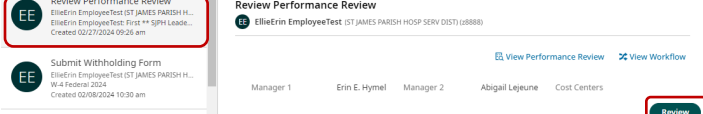
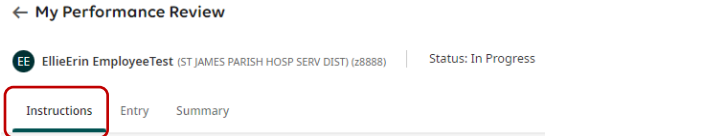
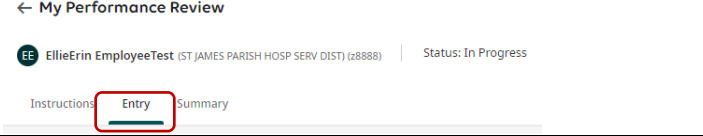
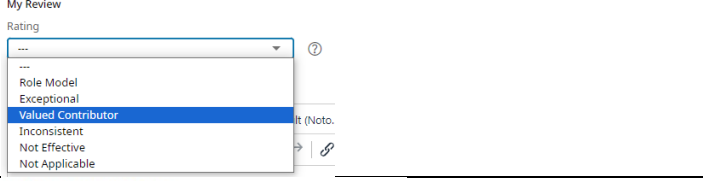
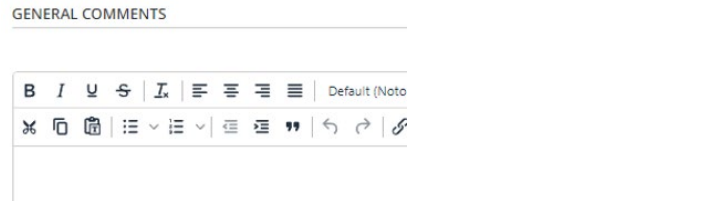
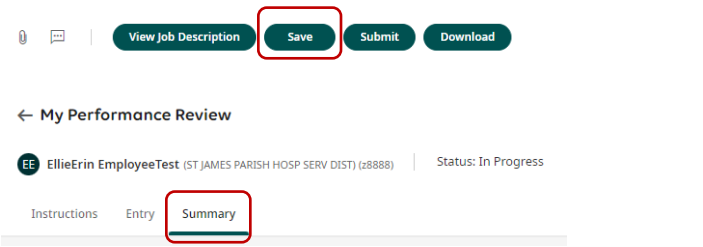



UKG Performance Review – SJPH User Guide

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	<p>Navigate to <i>My Mailbox</i> and the <i>My To Do Items</i> tab.</p> 
3	<p>Select <i>Review Performance Review</i> to do item and click the green <i>Review</i> button.</p> 
4	<p>Review the details on the <i>Instructions</i> tab.</p> 
5	<p>Click the <i>Entry</i> tab. Review each element and select a rating for each. Add comments where appropriate.</p> 
6	<p>Rate your performance for each element. Select a rating from the drop-down box. Add comments where appropriate.</p> 
7	<p>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.</p> 
8	<p>Save your progress often! 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.</p> 
9	<p>Click <i>Submit</i> to send the review to your Leader.</p> 

UKG Performance Review – SJPH User Guide

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 EmployeeTest (ST JAMES PARISH HOSP SERV DIST) (28888) | 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.



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. Click this icon for a full definition of each rating.

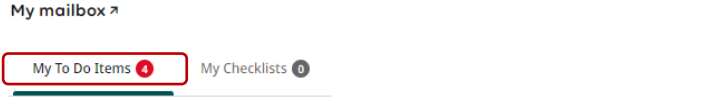
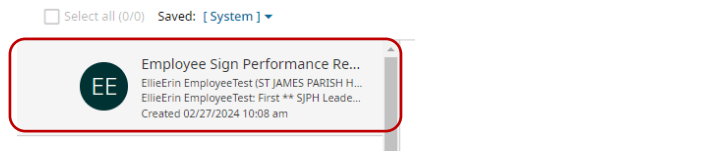
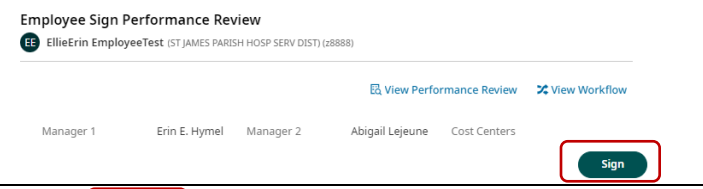
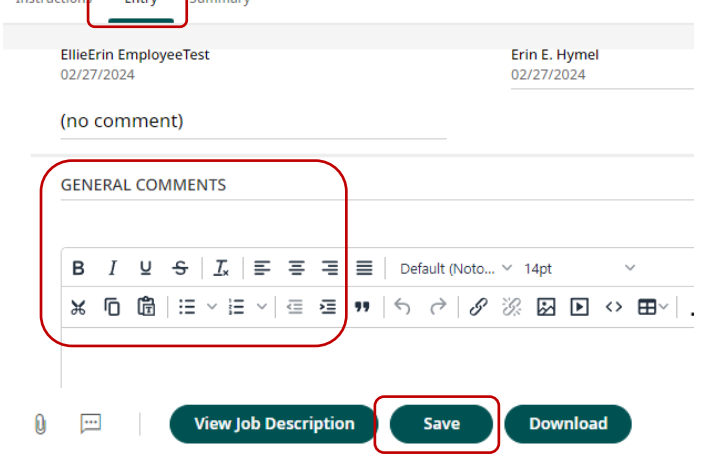
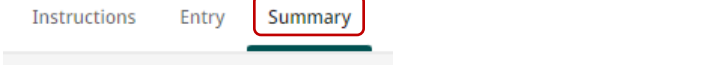

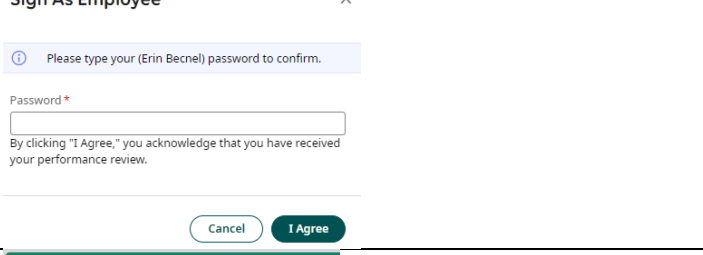
Rating	Value	Description
Not Applicable		The employee's position does not require them to utilize this competency or the employee's tenure at their position is too short to provide an adequate rating.
Role Model		The employee consistently demonstrates excellence in this area and their actions are a model for others to follow.
Exceptional		The employee is very proficient at this competency and consistently exceeds the performance of this competency for the requirements of their position.
Valued Contributor		The employee achieves and occasionally exceeds the performance of this competency for the requirements with noted areas of improvement.
Inconsistent		The employee does not consistently demonstrate this competency at a level acceptable for the requirements of their position.
Not Effective		The employee fails to demonstrate this competency at a level acceptable for the requirements of their position.

Close

UKG Performance Review – SJPH User Guide

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.	
3	Click on the <i>Employee Sign Performance Review</i> to do the item.	
4	Click the green <i>Sign</i> button to open the performance review.	
5	Optional Step: To add closing comments, click the <i>Entry</i> tab and scroll down to <i>General Comments</i> to input remarks. Click the green <i>Save</i> button when you're done.	
6	Click the <i>Summary</i> tab.	
7	Click the green <i>Sign As Employee</i> button.	
8	Input your UKG password and click the green <i>I Agree</i> button to confirm that you have received your performance review.	
9	Click <i>OK</i> .	