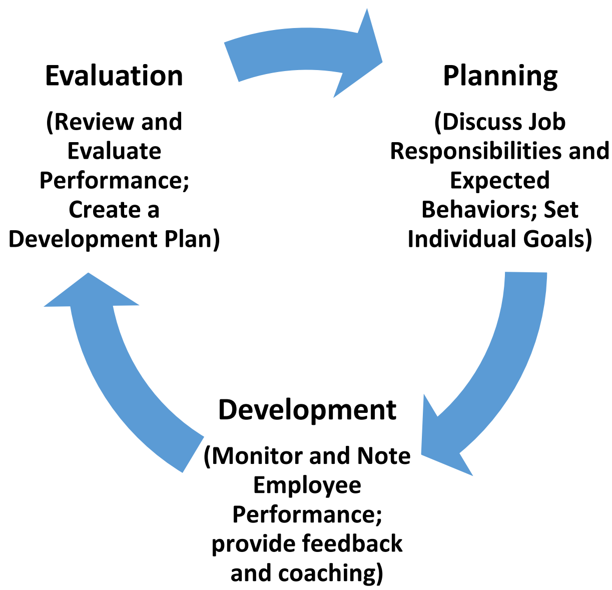
Performance Review Documentation for Duke University Employees

At Duke, annual reviews are required. Mid-Year reviews may also be required by the department.

Below are the steps in the performance management (pm) process. Your supervisor will discuss the steps in the process with you. In the past, Duke University used paper forms for performance reviews.

The new PM tools via Duke@Work replace the performance planning and review system of the past. The online form documents the results of the discussion you have with your supervisor. It does not replace the discussion.



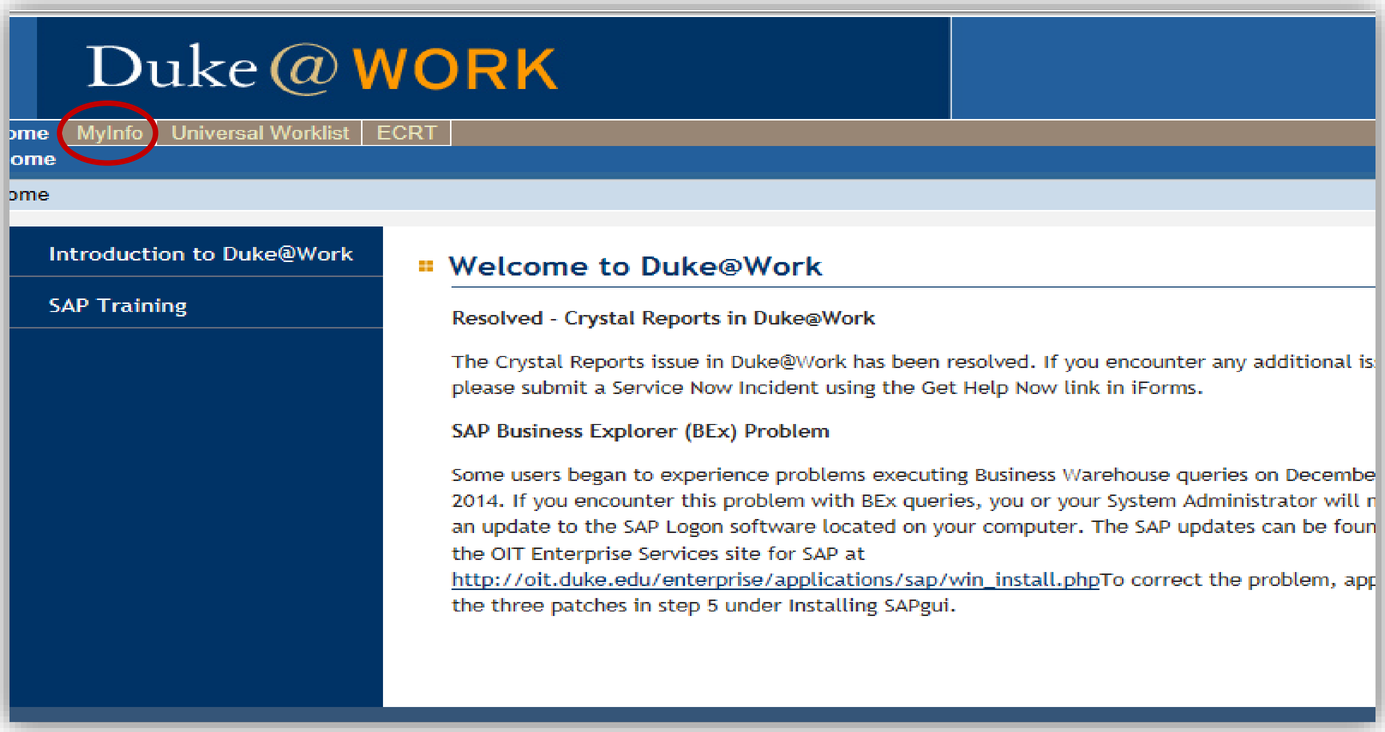
Performance Management Process Steps

1. For first time only, supervisor populates job responsibilities and goals of employee prior to the employee completing the self-evaluation.
2. Employee completes self-evaluation.
3. Supervisor gives ratings and written comments for job responsibilities, Individual Goals, Behaviors, Goals for Coming Year, and Manager's Overall Evaluation.
4. Supervisor sends to 2nd level manager (if required) and HR rep in unit for review and to return to supervisor.
5. Supervisor sends to employee for review and to provide written comments (if he/she wants to do so).
6. Supervisor and employee meet to discuss evaluation.
7. Changes are made to the evaluation form if needed.
8. Employee signs the form (Employee Acknowledged) **No further changes can be made**.
9. Supervisor closes the review.

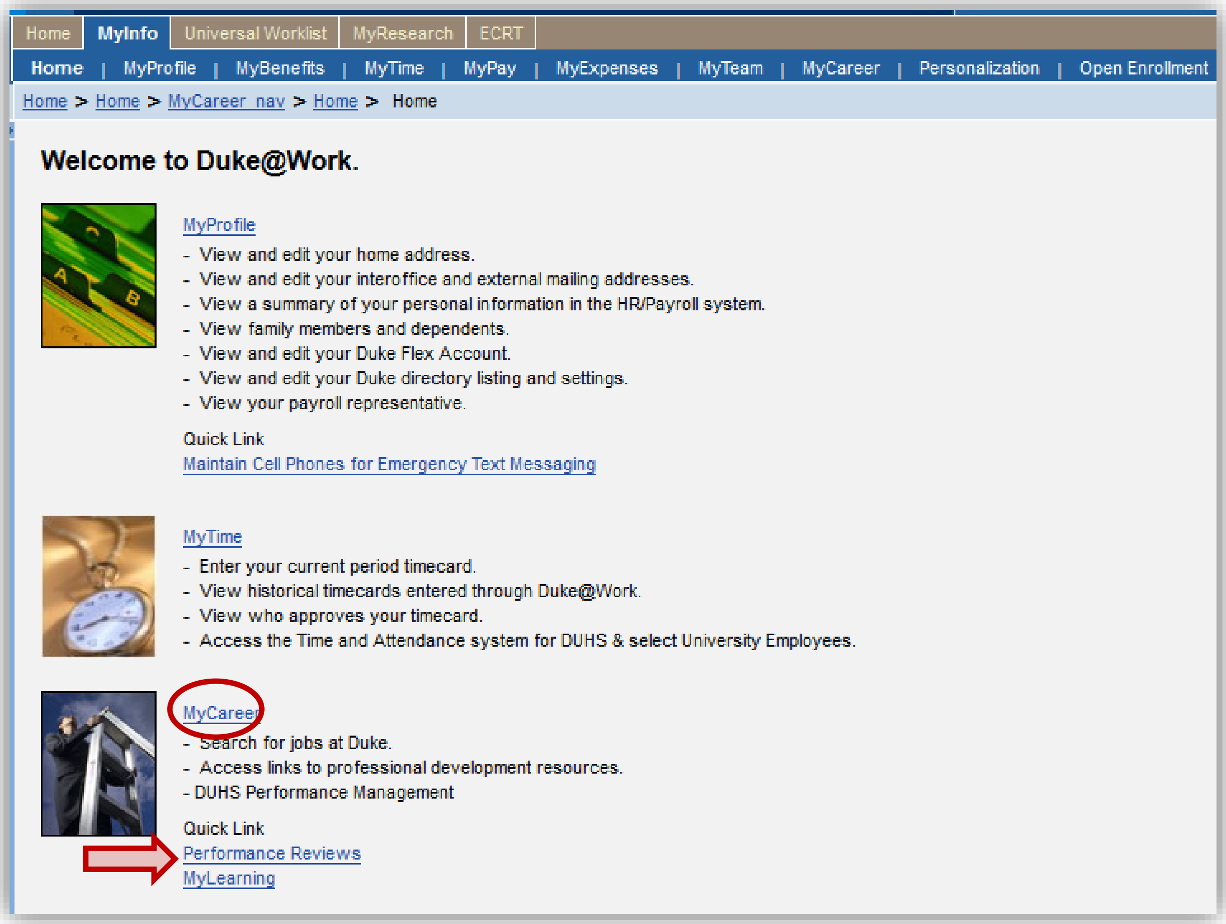
Accessing the Performance Review Online Document

1. Log into **Duke@Work** (http:work.duke.edu/). Login using Internet Explorer, Firefox, Chrome browsers.
2. Enter your **NetID** and **Password**.

3. The **Duke@Work** screen displays. Select the **My Info** tab at the top-left portion of the screen. This page provides a menu of links and tabs.

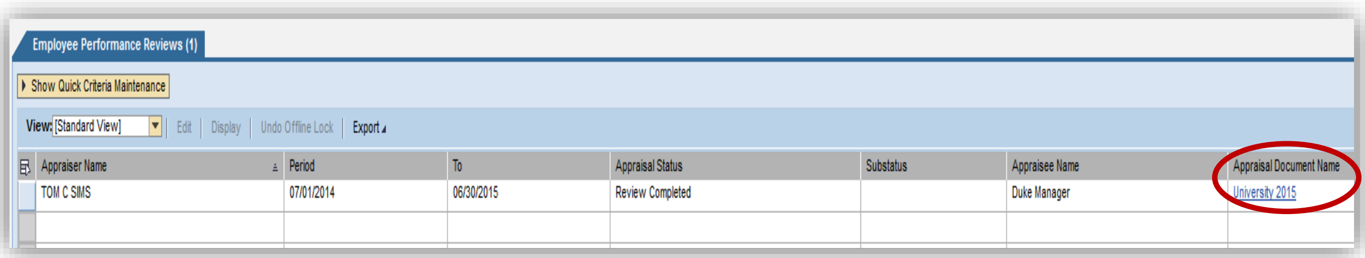


4. In the **MyCareer** section of the screen, click the **Performance Reviews** link.



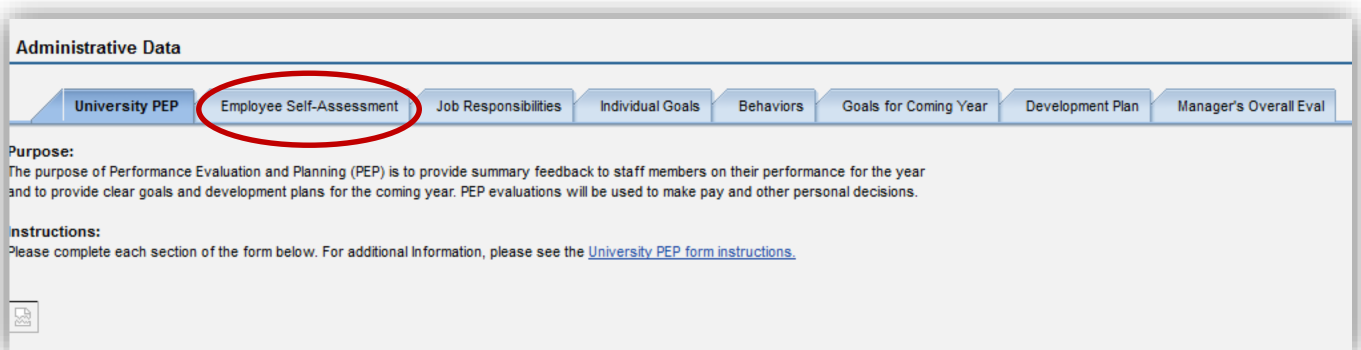
5. The **Employee Performance Reviews** screen displays all performance appraisals for the employee. The columns include the **Appraisal Status**, **Substatus**, **Appraisee Name**, **Appraisal Document Name** and the **Effective Period** for review.

6. Click the blue-underlined link in the **Appraisal Document Name** column to open the performance review online document.

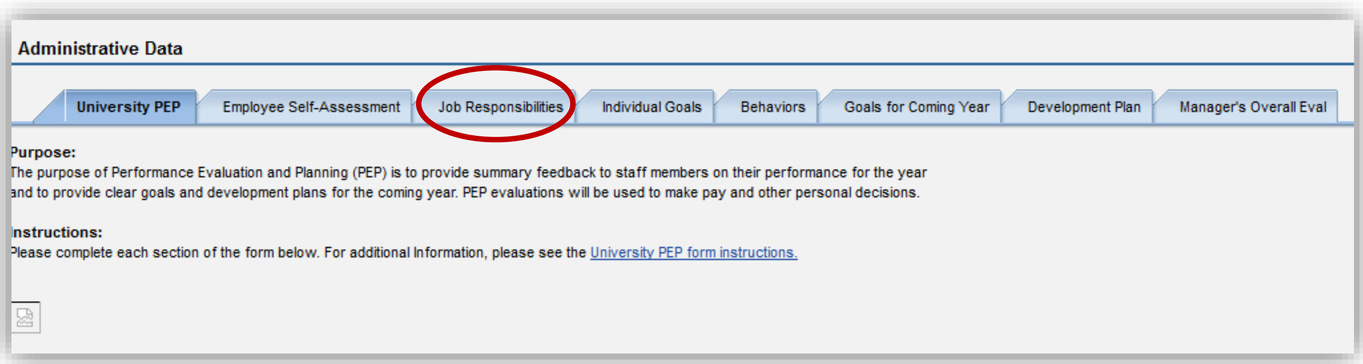


Click the tabs across the top to review the following information: (see below)

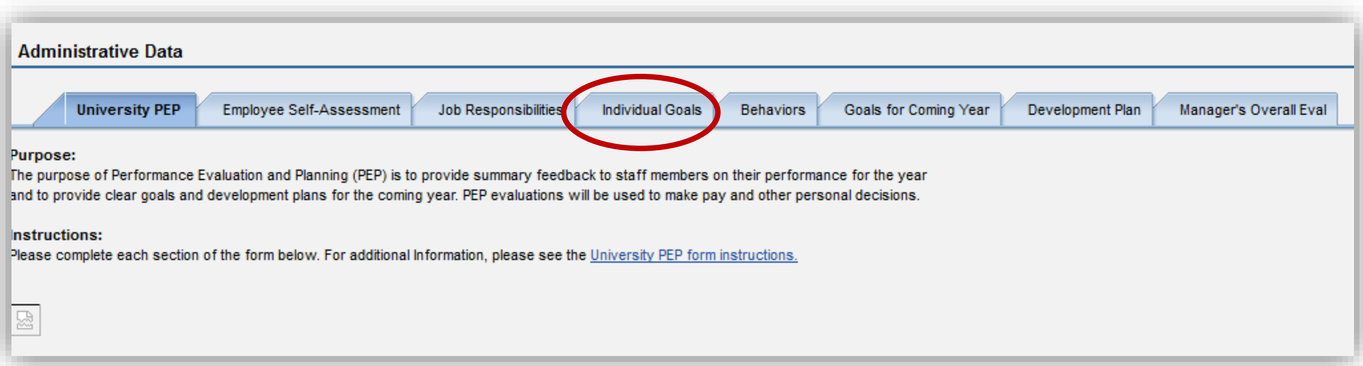
- To access the **Employee Self-Assessment**, select the **Employee Self-Assessment** tab. The self-assessment allows you to list your measurable goals, accomplishments, areas for improvement, and additional skills and knowledge you would like to acquire.



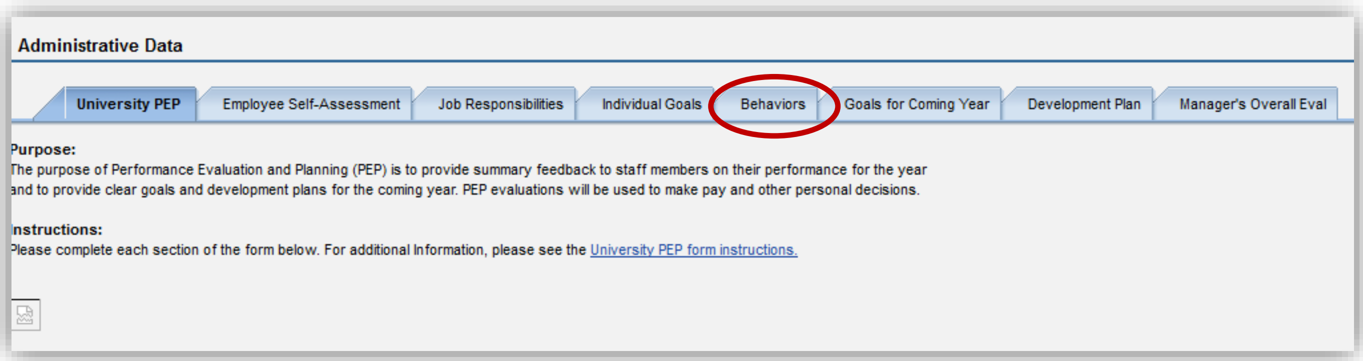
- The **Job Responsibilities** tab provides information about your specific job responsibilities. This information comes from your job description and any other duties as assigned by your manager.



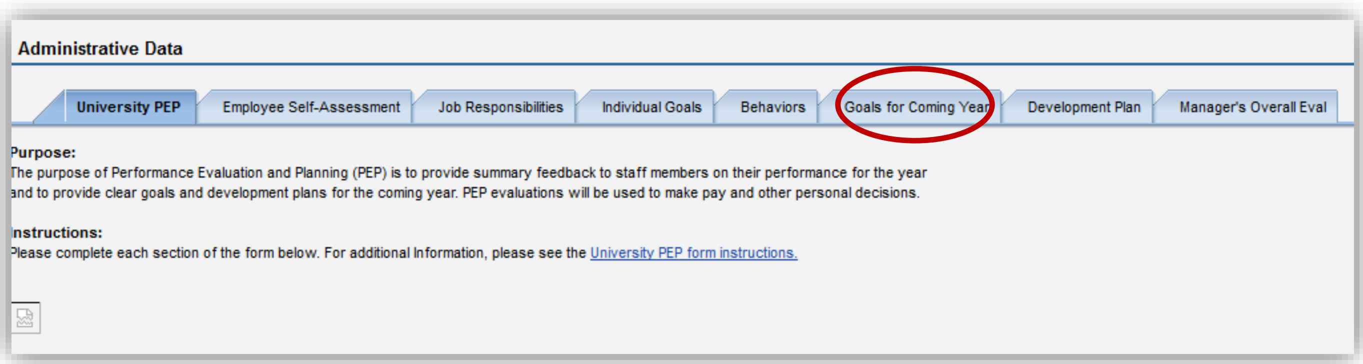
- The **Individual Goals** tab lists any goals that you and your manager established for the past work year.



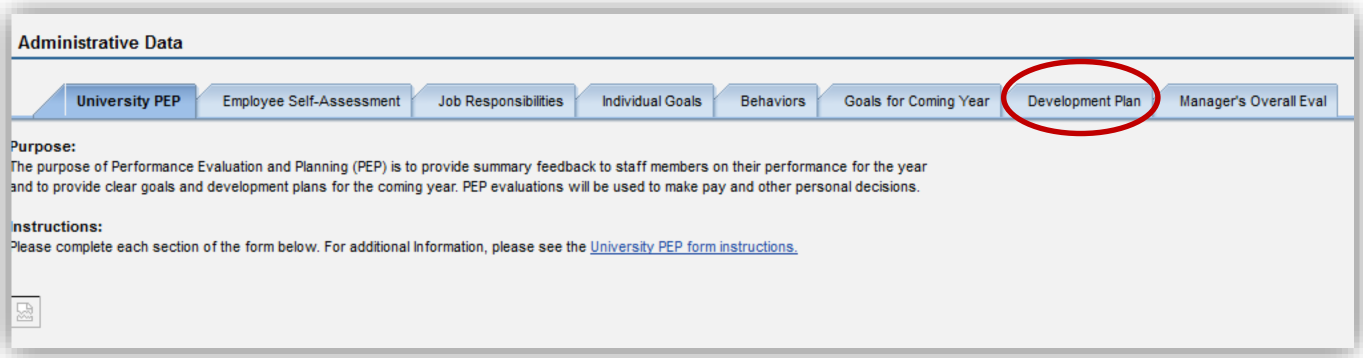
- The **Behaviors** tab lists behaviors related to Duke's Guiding Principles which provides a standard in which we interact as employees to achieve success. These are the expected behaviors for Duke Employees. If you are a supervisor, two additional behaviors are listed.



- The **Goals for Coming Year** tab lists any goals that you are expected to meet during the upcoming work year.

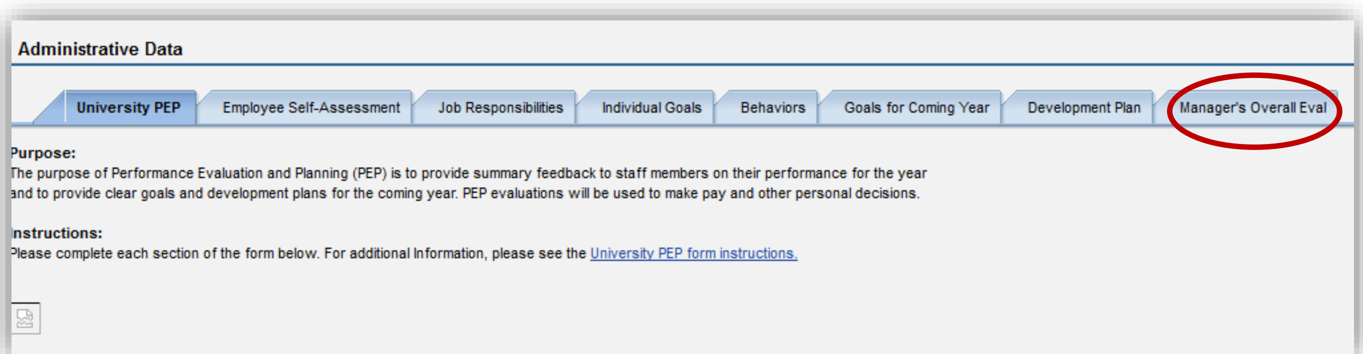


- The **Development Plan** tab lists action steps to develop your skills, improve your performance, and/or your development for future job growth. Development plans are designed to improve performance or to develop the employee's knowledge and skills.



- The **Manager's Overall Evaluation** tab provides an overall rating of your performance. The first tab provides a definition of the ratings that your manager uses.

Note: You can view the job responsibilities, goals and behaviors at any time; however, the ratings and manager's comments are not available until the manager release them for your view.



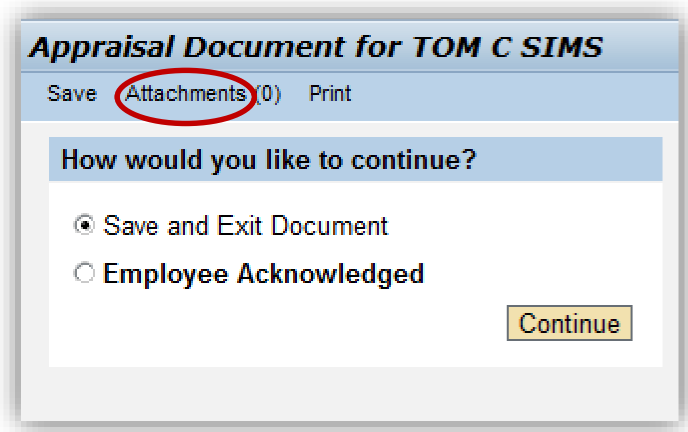
Commenting on the Information Provided

You can add your own comments in the **Employee Comments** field at the bottom of the screen for each tab. Employee Comments can be entered during Mid-Year or End of Year. No additional comments may be entered after the **Employee Acknowledged** button is clicked. The supervisor can view these comments but not change them.

Note: manager comments are not visible by the employee until End of Year, Send for Employee Acknowledgement status.

Uploading Attachment Documents

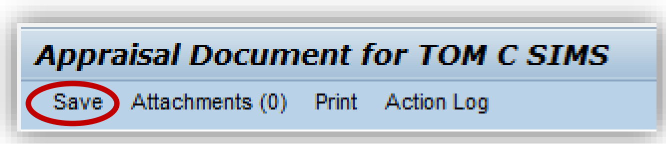
You can add documents (such as self-assessments, position descriptions, letters of appreciation or recognition, or certificates) and upload them to be attached to your review. Click the **Attachments** link at the top-left corner of the screen.



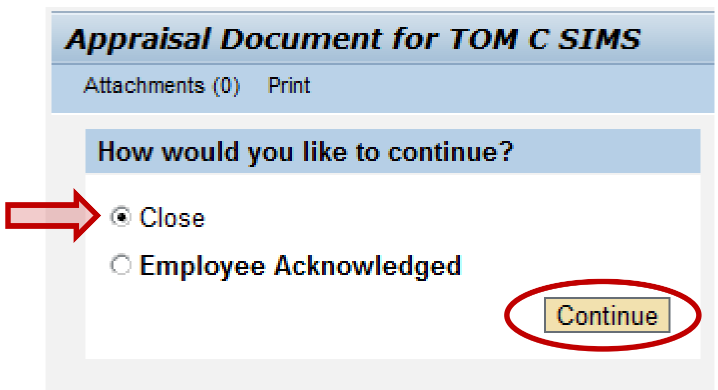
Then, click **Upload**. Either type the path for the document or click **Browse** to select the document and click **OK.**

Saving the Performance Review Document

As you move from one tab to another, you should save your work. You can save the document and continue working on it by clicking **Save.**



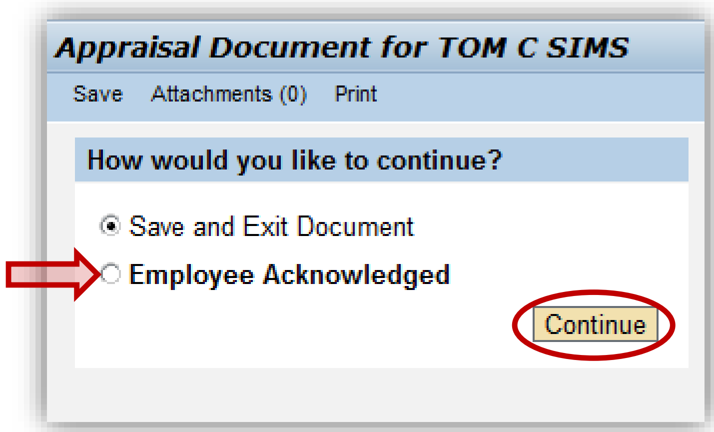
If you wish to exit the document, click Close then click the **Continue** button.



Approving or Signing the Final Document

At the end of the year, the manager changes the document status to **End of Year** - **Send for Employee Acknowledgement**. Now you can view your manager's comments and ratings.

To electronically sign the document, click **Employee Acknowledge** and click the **Continue** button.



IMPORTANT: Saving and exiting or acknowledging the document does not send a notification to the supervisor that you have completed the review. You must notify the supervisor that the document is ready for the supervisor to close.