Annual Performance – Athletics: Department Personnel

This guide details the steps for completing this process using Manager/Supervisor WyoCloud access.

Step One

- Navigate to Performance using the Navigator bar.

- To find Performance go to: Navigator > My Team > Performance.

- This will take you to the My Manager Evaluations: [Insert Year] Annual review Period Team Performance page.

Note: If you do not see the employee you want to evaluate, click Load More Items in the bottom right corner until the employee displays.
Step Two

- Click the Grey Triangle next to Athletics Department Personnel Annual Evaluation [Year] to expand the options.

- To open and begin a supervisor evaluation, select the Begin button next to Conduct Supervisor Evaluation.

- The Create Performance Document popup should display. The Start & End Date fields will auto populate to match the Performance Document template dates and the manager field with auto populate with your name. Click the Continue button when ready.
Step Three

- The following page will display. From this page, you can click the **dropdown** and select **Save and Close** at any point to continue later.

- To learn more about each competency, click the **blue “I” circle** information icon, a popup will appear explaining the rating model.

- The popup will display explaining the rating model.
- **Click Done** when finished reading to return to the main page.
Click the **number of stars** that you feel the employee has achieved for each competency:

Directly next to the stars is a box with an asterisk icon. This is the Comment icon. Click the **Comment icon** to add a specific comment to a competency.

You may add your comments in the large white section below. When you are finished entering your comments, you may click **Hide Comments** to return to the original view.
- To re-rate a competency, click the eraser icon directly next to the comment icon.

- If you wish to add a comment on every competency and the Overall Summary section, click the **Show More** button that appears toward the top of the sections. To re-hide the textboxes, click **Show Less**.

**Note:** In some cases due to the large number of competencies, you will have to click **Load More Items** at the bottom of the page to view and rate all the competencies.
When you are finished filling out the Competencies section, scroll up to the top of the page. Click **Save** in the top right corner:

- A **Confirmation** window will appear. Click **OK**.

To add an attachment, click the **Grey Plus** sign at the top next to **Attachment None**.
Step Four

- After rating and reviewing all competencies, click the Grey Arrow next to Athletics Overall Summary.

- In the Overall Summary, the score will automatically be calculated from the competency ratings. If desired, click on the calculator to view the overall rating for performance. You may leave a comment on the employee’s overall performance in the textbox, but it is not required.

- When you are finished filling out the Overall Summary section, scroll up to the top of the page. Click Save in the top right corner:
A confirmation window will appear. Click **OK**.

**Step Five**

- Once you are ready, click on **Submit** in the top right corner.

- If you have filled out all sections of the evaluation including the overall summary, a **Confirmation** window will appear, click **OK**.

- This will take you back to the *My Manager Evaluations: [Insert Year] Annual review Period Team Performance* page.
- Note that the status of the evaluation has changed, and a green checkmark has appeared. You may review your submitted performance evaluation by clicking the View button.

**Step Six**
- After completing the task *Conduct Supervisor Evaluation*, click on the Begin button next to *Share Performance Document*.

- Here you can review the evaluation that you have completed, please note that you will not be able to make any changes. After reviewing the document, click Share and Release in the top right corner.
A window will appear. Please make any final comments regarding the evaluation in the comments box, then click **OK**.

A _Confirmation_ window will appear, click **OK**.

This will take you back to the _My Manager Evaluations: [Insert Year] Annual review Period Team Performance_ page.

Note that the status of the evaluation has changed, and a green checkmark has appeared. You may review your submitted performance evaluation by clicking the **View** button.
Step Seven

- After your Employee has submitted their final feedback form, you should receive the following notification. Click on More Details.


Note: Make sure your pop-up blocker allows permissions for all popups. If you have done this already you will not have to do it again.

- Click on the hyperlink labeled Go to performance document: Athletics Department Personnel Annual Evaluation 2018.


- You will see your employee’s acknowledgement & Final Feedback here. You may enter any final feedback that you may have here in the Manager’s Comments box. After finishing your final feedback, click Submit in the top right corner.
A Warning message will appear, click Yes.

A Confirmation message will appear, click OK.

**Step Eight**

- After you have submitted the final feedback, return to the *My Manager Evaluations: [Insert Year] Annual review Period Team Performance* page.
- Click the Grey Triangle next to *Athletics Department Personnel Annual Evaluation 2018* to expand the options. Notice that a green check mark has appeared next *Provide Final Feedback*. Click the **Begin** button next to *Performance Document Approval*.

- A Warning message will appear, click OK.
- A Confirmation message will appear, click OK.

- The performance document has been submitted for final approval to your supervisor.

This completes the process for doing an Athletics Departmental Personnel Performance Evaluation.