This guide details the steps for completing this process using Employee WyoCloud access.

**Note:** The administrative evaluation initiates with the employee (ratee) accomplishing a Self-Evaluation questionnaire and self-evaluating their goals and competencies.

**Step One**
- Navigate to **Career and Performance** by first clicking on the **Navigator** in the upper right corner of the page.
- Under My Profile, select **Career and Performance**.
The Career and Performance page will display. Click Performance Evaluations.

The My Evaluations page will display.

**Step Two**

Conduct Self-Evaluation.

- Click the grey triangle next to the Administrative Evaluation [Year]. Then, select Begin under the Conduct Self-Evaluation section.
The Create Performance Document popup will now display. Click Continue.

The Administrative Evaluation [Year] page will display.

Note: Before diving into the details of the evaluation, if it is necessary to add any attachments of supporting documentation; the employee, supervisor, or participant can do so at any point in the evaluation process.

To attach a document, click on the + icon towards the top, next to Attachment.
Click the **Choose File** button to browse for an item to attach. You can include a *Category*, *Title*, and *Description*, these are optional. Click **OK**.

**Step Three**
- Select the grey arrow in the sidebar next to *Competencies*. It will highlight in blue once selected.
- If you click the **Blue Information** icon next to the competencies, a popup will open that gives the competency definition and explains the rating model definitions related to the star scale.
- When finished reviewing, click **Done** or the **X**.

- To provide ratings, select the number of **stars** you feel you have achieved for each competency.
To the right of the rating stars is the **comments** button. Click this to add a comment to a specific competency.

A **Worker Comments** box will display. Enter in the comment. If desired to collapse the comment box after you are done, click the **Hide Comments** button.

When a comment has been successfully added, the icon will be colored in, versus a grey outline.
After providing ratings for all the competencies, the overall Competency section rating will automatically calculate. To get the score, you can click on the calculator at the top of the page.

Once finished rating the individual competencies and entering comments as desired, click the Save button in the top right corner of the page.

A Confirmation window will appear. Click OK.
Step Four

- On the left sidebar, click the grey triangle next to the Goals from Previous Year.

- The Goals from Previous Year page will display.
- Again, fill out the ratings and comments, as listed above in Step 3. When finished rating the individual goals and entering comments as desired, to be safe, click the **Save** button in the top right corner of the page.

- A *Confirmation* popup will open. Click **OK**.

**Step Five**

- On the left sidebar, click the **grey triangle** next to the *Self-Evaluation* section.
The Self-Evaluation Questionnaire will display. The instructions are listed under the Worker section.

You must then answer all the required questions. The asterisks (*) indicate a question is required. If there is no asterisk, the question is optional. If you choose to write your self-evaluation in a word document, attachments can be added to any of the questions that have an Add Attachment hyperlink button below the question.
Note: You can either attach supporting documentation to the relevant question, or you can attach supporting documentation to the overall performance document.

- Either way you choose to add an attachment, the same popup will display. Click on the **Choose File** button to select a file to attach. You can enter a **Category**, **Title**, and/or **Description**, these are optional. Click **OK**.

- When done attaching and/or filling out the questionnaire, scroll to the top of the page and click the **Save** button in the top right corner of the page.

- A **Confirmation** window will open. Click **OK**.
Step Six

- On the left side toolbar select the grey arrow next to Overall Summary.

- The Overall Summary page will display.
The Overall Summary rating will automatically be calculated from the average of the Competencies and Goals sections; the only way to change this rating is to adjust the individual ratings in the Competencies and Goals sections. To get the score you can click on the calculator icon in the box at the top of the page next to Calculated Rating. You may also enter a comment in the Worker Comments section.

When finished with the Overall Summary section, scroll to the top of the page and click the Save button in the top right corner of the page.

A Confirmation window will appear. Click OK.
- Click the **Submit** button in the top right corner of the page.

- A **Confirmation** page will open. Click **OK**.

- This completes the Conduct Self-Evaluation first process. Before you can complete the next steps, your manager must complete their evaluation of you in the performance document.

**Step Seven**
- Once your manager has reviewed your evaluation and completed their portion, you will receive a notification. This will let you know that you can move on to the next step. To view the notification, click the **Bell** icon.
- Click **More Details** to be taken to your notifications.

- You will be taken to the **BPM Worklist** pop-up. Select the notification for **Review Meeting Held for Administrative Evaluation [Year]**.

- Select the **Go to performance document** hyperlink.
Your Evaluation page will display. To confirm that you did have a review meeting with your manager click the Confirm Review Meeting Held button.

A Warning window will open, click Yes.

A Confirmation window will appear, click OK.

This completes the steps to confirm the Review meeting. Next you will Acknowledge and Provide Final Feedback.

Step Eight
- Begin at the My Evaluations page.
- Click the **grey triangle** next to the *Administrative Evaluation [Year]*. Then, select **Begin** under the *Acknowledge & Provide Final Feedback* section.

- The *Employee Acknowledgement & Final Feedback* section will appear. You can optionally enter in comments in the text box. If you do not want to enter any comments, simply click **Save**.

- A **Confirmation** popup will open, click **OK**.

- The *Employee Acknowledgement & Final Feedback* section will appear again, click **Submit**.
- If you did not enter comments you will receive this *Warning* screen. Click **Yes**.

![Warning](image)

- If you did enter comments you will receive this *Warning* screen. Click **Yes**.

![Warning](image)

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

![Confirmation](image)

This completes the steps to complete the Administrative Evaluation.