Managing Annual Performance Evaluations - Employee

This guide will cover:
- Completing an annual performance evaluation as a classified employee.

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

Step One
Sign into WyoCloud HCM and navigate to the About Me Performance page.
- Upon signing in, this home page will display. To get to the About Me page, click on Navigator (the three horizontal lines) in the top left corner:

- Select My Profile > Career and Performance.
- The *Career and Performance* landing page will display.
- Select *Performance Evaluations*.

- The ‘*My Evaluations: 2018 Annual Review Period*’ page will display.

- Make sure the review period is the 2018 period (or current review period). If not, click on the *grey triangle icon* at the top to select the “2018 Annual Review Period”.

- To start the evaluation, click on the grey arrow next to “Staff Annual Evaluation 2018”.
The steps that need to be completed should then display. This shows the steps for the performance evaluation.

**Note:** You will not be able to conduct the Conduct a self-evaluation until after the direct supervisor has set Competencies and goals on the Performance Document and submitted the document.

- Click **Begin** next to “Conduct Self-Evaluation.”

The Employee Annual Staff Evaluation page will display.

- If needed, attach any attachments by clicking on the + icon towards the top, under **Attachment**.
- The Attachments popup should then display.
- Click **Choose File** to browse for an item to attach. To delete an attachment, highlight the row and click the **X icon**.
- Click **OK**.

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**Step Two**

Rate the competencies.

- Click the **blue information icon** next to the competencies, a popup should appear that gives the competency definition and explains the rating model definitions related to the star scale. When finished reviewing, click **Done**.
- In order to provide ratings, select the number of stars you feel you achieved for each competency.

- To clear the rating completely, click on the eraser icon to the right of the stars icons.

- Next to the eraser icon is the comment icon, click this to add a comment to a specific competency.
A comment box will then display below the selected competency. Enter the comment and provide formatting as needed. If you want to collapse the comment box, click Hide Comments.

When a comment is successfully added, the icon becomes colored.

After providing ratings, the overall Competency section rating will automatically calculate. To get the score, click on the calculator icon in the box at the top of the page, next to Calculated Rating.
After rating the individual competencies and entering all desired comments, click **Save** in the top right corner of the page.

A Confirmation popup will appear. Click **OK**.

**Step Three**
Rate the goals.
- On the left side of the page, there are boxes labeled Competencies, Goals, and Overall Summary.
- Click the grey triangle next to the Goals box.
- The Goals page will then display.

- Click the blue information icon next to the goals, a popup should appear with the goal definition and explains the rating model definitions related to the star scale.
- When finished reviewing, click Done.

- To provide ratings, select the number of stars you feel you have achieved for each goal.
Next to the stars icon, there is an eraser icon. Click the eraser icon to clear the rating completely.

When finished rating the goals and entering comments as desired, click Save in the top right corner of the page.

A Confirmation popup should appear. Click OK.
**Step Four**
Complete the overall summary.

- On the left side of the page, there are boxes labeled Competencies, Goals, and Overall Summary.
- Click the grey triangle next to the Overall Summary box.

- The Overall Summary page should display.
The Overall Summary rating will automatically populate from the average of the Competencies and Goals sections. To get the score, click on the **calculator icon** in the box at the top of the page, next to **Calculated Rating**.

### Step Five
Save and submit the Self Evaluation.
- When finished with the Overall Summary section, scroll to the top of the page and click **Save** in the top right corner of the page.

- A Confirmation popup should display. Click **OK**.

- Click **Submit** in the top right corner of the page.
A Confirmation popup should display. Click OK.

**Note:** It is the supervisor’s turn to manage feedback and complete their part of the evaluation. Before Proceeding to the next step your supervisor should contact you to schedule an in-person feedback and review.

**Step Six**
Confirm the review meeting.

- Now that your supervisor has completed their part of your employee evaluation, you will receive a notification to confirm the in-person meeting date.
- Sign into WyoCloud HCM and click the **Bell icon** in the top left corner to see the notifications.
There are three notifications you could see:

- **Note:** The “Staff Annual Evaluation 2018 is Available for Review” notification is sent when your supervisor “shares and retains” the performance document. You can see the performance document in read-only version, but cannot add any comments. Your supervisor can still make edits to the document. You will only see the notification if you supervisor shares and retains the document, which is not a required step.

- **Note:** The “Staff Annual Evaluation 2018 is Ready for Review” notification is sent when your supervisor “shares and releases” the performance document. The performance document is now ready for you to acknowledge and give final feedback.

- **Note:** The “Review Meeting Held for Staff Annual Evaluation 2018” notification is sent when your supervisor marks that the review meeting was held in the system. You now need to confirm that the review meeting was held.

You can click on any of the notifications and then navigate to the performance document by clicking on the ‘Go to performance document...’ hyperlink button.
The Staff Annual Evaluation will display. You can confirm the review meeting was held in the document by clicking **Confirm Review Meeting Held** in the top right.

Another way to confirm the review meeting is to go to Navigator > Select My Profile > **Career and Performance**.

The Career and Performance landing Page will display.
- **Select Performance Evaluations.**
- The ‘My Evaluations: 2018 Annual Review Period’ page will display.

- To open your steps of the evaluation, click the grey arrow next to “Staff Annual Evaluation 2018”. The steps that need to be completed will now display. Click Begin next to Confirm Review Meeting Held.

- To confirm the review meeting, click Yes when the Warning popup appears.

- Click OK in the confirmation window.

You have now completed the steps to your Annual Performance Evaluation.