

The background of the slide is a photograph of the Iowa State Capitol building. The building features a prominent golden dome and a portico with several columns. A person dressed as the Iowa Hawkeyes mascot, wearing a yellow jersey with a black 'I' and a black mask, stands on a balcony in front of the building with arms outstretched. The scene is set against a cityscape with other buildings under a clear sky. Two large yellow graphic elements, one on the left and one on the right, partially overlap the photograph.

IOWA

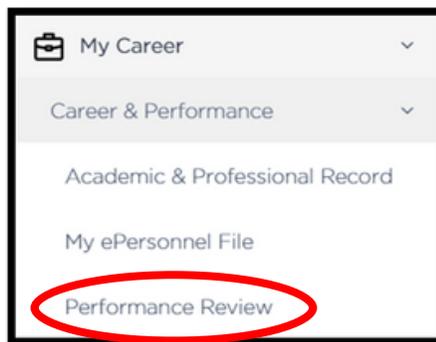
PERFORMANCE REVIEW PROCESS

LAUNCH REVIEW

P&S

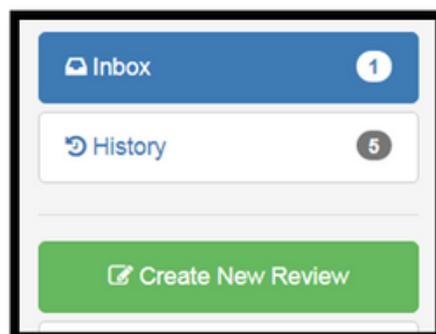
The employee launches their performance review in Self Service (My Career | Career & Performance | Performance Review), completes their self-review, and then selects Submit Performance Review to send it to their supervisor.

Alternatively, the supervisor launches the review, and selects Send to Employee for Comments to send it to the employee to begin working on it. The supervisor should share details about the performance review process when scheduling the review and ask the employee to complete their self-review well in advance of the discussion to allow time to review and prepare.



MERIT

The supervisor initiates the form for Merit employees by selecting Create New Review on the left side of the page. **Merit employees do not have access to the performance review until the acknowledgment step**, so the supervisor should provide a self-assessment form to the employee so they can complete it and share it with the supervisor prior to the discussion.



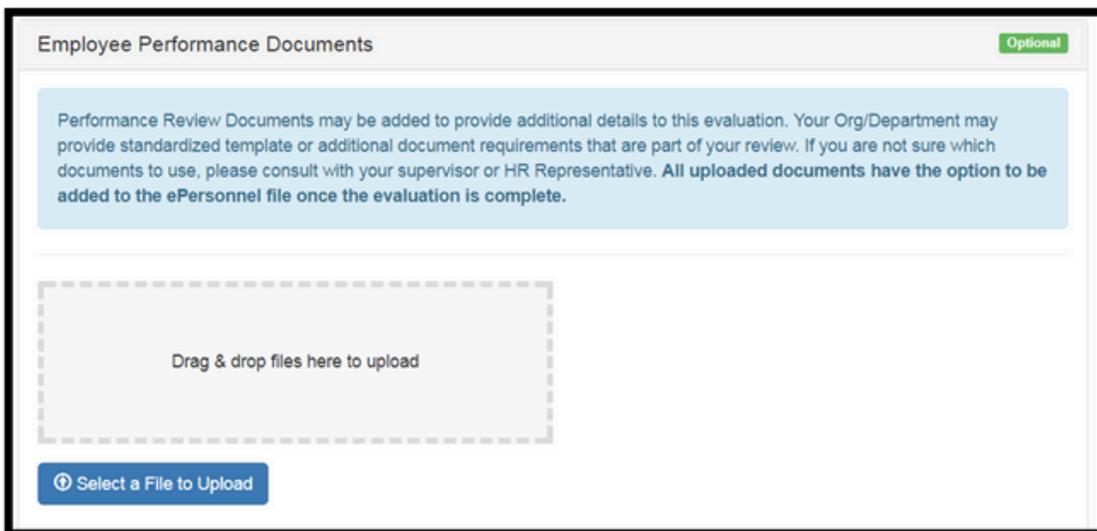
EMPLOYEE SELF REVIEW

P&S

The employee enters comments in the form, including the *Universal Competencies*, *Employee Goals & Accomplishments* and *Employee Additional Comments* sections. The employee has two options for entering goals. They can:

1. enter them directly in the *Employee Additional Comments* section; or
2. upload them as an attachment by dragging and dropping into the *Employee Performance Documents* section.

When finished, the employee selects Submit Performance Review at the bottom of the form to send it to the supervisor.



The screenshot shows a web interface titled "Employee Performance Documents" with a green "Optional" tag in the top right corner. Below the title is a light blue informational box containing the text: "Performance Review Documents may be added to provide additional details to this evaluation. Your Org/Department may provide standardized template or additional document requirements that are part of your review. If you are not sure which documents to use, please consult with your supervisor or HR Representative. All uploaded documents have the option to be added to the ePersonnel file once the evaluation is complete." Below this box is a large dashed rectangular area with the text "Drag & drop files here to upload" centered inside. At the bottom left of the dashed area is a blue button with a circular arrow icon and the text "Select a File to Upload".

MERIT

Merit employees do not have access to the performance review until the acknowledgment step, so the supervisor should provide a self-assessment form to the employee so they can complete it and share it with the supervisor prior to the discussion. The supervisor is responsible for uploading the document into the form.

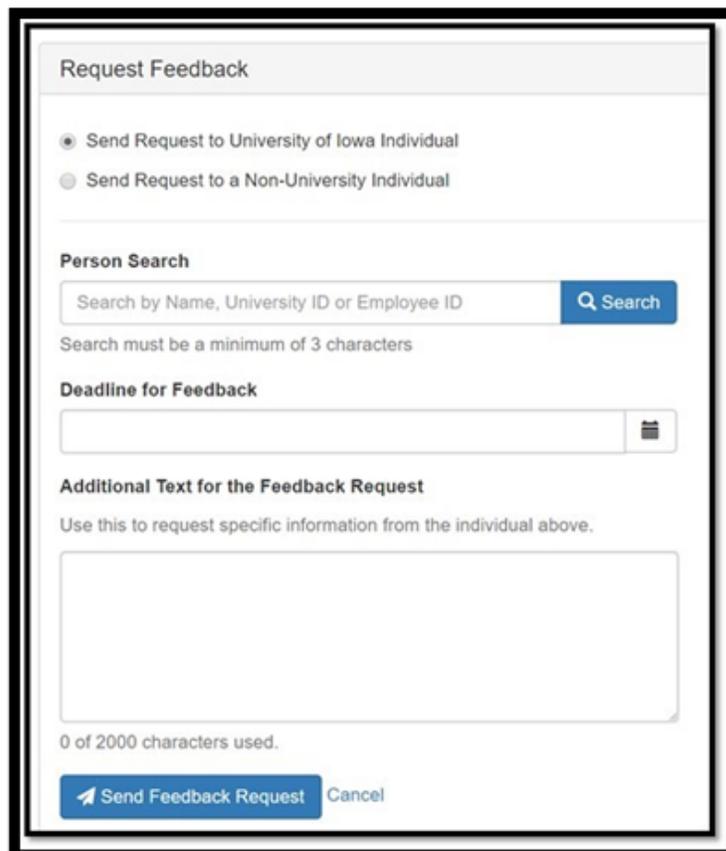
REQUEST FEEDBACK

P&S AND MERIT

A performance review best practice is to request feedback from direct reports - and others, as appropriate – for all staff who supervise others. Feedback can also be useful for non-supervisory staff. A discussion with the employee about who they would like to ask for feedback is a collaborative and transparent way to decide upon a list of feedback providers. The Request Feedback feature in the performance review is for soliciting feedback from others who work with, or are served by, the employee.

To ensure useful feedback, provide guidance on the type of feedback you are interested in receiving, and seek feedback that is based on observable behavior. An example of a helpful feedback prompt is, “Please describe your personal observations of (employee’s) strengths and areas for development related to their ability to meet deadlines.” This is specific enough to yield helpful and actionable information and encourages the person providing feedback to cite actual examples and behaviors.

Be sure to prepare your employee for this practice. Do not let it be a surprise.



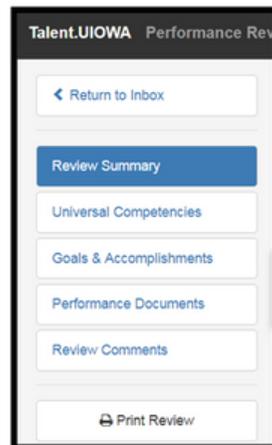
The screenshot shows a web form titled "Request Feedback". At the top, there are two radio button options: "Send Request to University of Iowa Individual" (which is selected) and "Send Request to a Non-University Individual". Below this is a "Person Search" section with a text input field containing the placeholder "Search by Name, University ID or Employee ID" and a blue "Search" button. A note below the search field states "Search must be a minimum of 3 characters". The next section is "Deadline for Feedback", featuring a date picker. Below that is "Additional Text for the Feedback Request", with a text area and a note: "Use this to request specific information from the individual above." At the bottom left, it shows "0 of 2000 characters used." and at the bottom right, there are two buttons: "Send Feedback Request" and "Cancel".

FEEDBACK & RATING

P&S

After receiving the employee's self-review, the supervisor enters comments in the form. The supervisor may also review, respond to, and edit the employee's goals in advance of the performance review discussion.

Note: The form can be sent back and forth between the employee and supervisor as many times as necessary to facilitate editing comments or attachments. To do this, the supervisor selects Return to Employee For Edits at the bottom of the form. **When sending back-and-forth, the employee will not see any supervisor comments but the supervisor will be able to see all employee comments. Supervisor comments are not visible until the employee acknowledgment (final) step.** A print option is available by selecting Print Review on the left side of the page. This is useful if the supervisor wants to share a draft with the employee during the conversation.



STOP: The supervisor and the employee meet to discuss and review before sending the form on to the employee acknowledgment (final) step. **If the supervisor is planning to give a rating of 'Outstanding' or 'Unsatisfactory/Needs Improvement,' they may required to discuss this with their supervisor. This should take place prior to meeting with the employee.**

After the performance review discussion, the supervisor may make additional edits and then finalize the review. Selecting Finalize Review & Send for Acknowledgment at the bottom of the page will complete the review and send it to the employee for their acknowledgment.



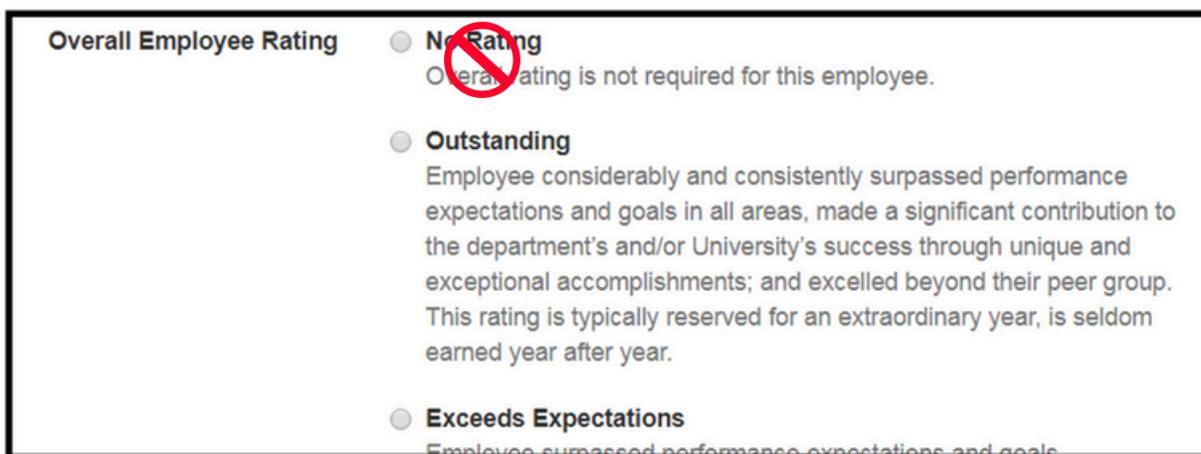
FEEDBACK & RATING

MERIT

The supervisor enters information related to Universal Competencies, Employee Goals & Accomplishments and Supervisor Comments, and can attach the employee's self-review and any other relevant documentation.

Do not use the *No Rating* option.

A print option is available for sharing a draft with the employee during the conversation.



Overall Employee Rating

- No Rating**
Overall rating is not required for this employee.
- Outstanding**
Employee considerably and consistently surpassed performance expectations and goals in all areas, made a significant contribution to the department's and/or University's success through unique and exceptional accomplishments; and excelled beyond their peer group. This rating is typically reserved for an extraordinary year, is seldom earned year after year.
- Exceeds Expectations**
Employee surpassed performance expectations and goals



STOP: The supervisor and the employee meet to discuss and review before sending the form on to the employee acknowledgment step.

After the performance review discussion, the supervisor may make additional edits and then finalize the review. Selecting Finalize Review & Send for Acknowledgment at the bottom of the page will complete the review and send it to the employee for their acknowledgment.

ACKNOWLEDGMENT

P&S AND MERIT

The employee reviews the information sent to them by their supervisor and can provide final comments (optional). The employee then signs the review. A copy of the performance review will be automatically uploaded to the employee's ePersonnel file and the performance review process is complete.

