Details for the Electronic Form

Timeline: The form will be available July 1 – September 30

Access the application through uab.edu/performancemgmt and choose "Complete the Form Online."

Before getting started

If you are an Individual Contributor or Emerging Leader:

- Goals are *optional* for these job roles. If applicable, you must add your goals on the electronic form for the goals to be added to your evaluation.

If you are a Functional Manager, Functional Director or Organizational Leader:

- Goals are *required* for these job roles. You must add your goals on the electronic form for the goals to be appear on their evaluation.

Process Flow

| Employee submits | → | Manager submits | → | Employee & Manager sign |

Adding goals

1. Log into the app. Choose "Complete the Form Online" on uab.edu/performancemgmt.

Performance Management

Performance management is an on-going process where leaders, faculty and staff work together to plan, monitor and review job performance and overall contribution to the university while supporting individual growth and development. More than just an annual performance evaluation, performance management is the continuous process of setting goals, assessing progress, and providing on-going coaching and feedback to ensure that employees are meeting their objectives and career goals.

Fundamental components of the Performance Management process at UAB include:

- Discussion of expected job roles and how those contributions relate to the broader mission
- Regular check-ins
- Annual performance evaluation that includes self-assessment, manager evaluation, dialogue and feedback, and planning forward through goal setting

Performance Management at its Core

- Manager and direct report meet regularly (at least monthly) throughout the year to review:
  - Goals

Complete the Form Online

Upload Faculty or Check-In Form

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2. Add goals, if applicable. Choose "My Goals."

My Goals	My Self Evaluation	View or Sign My Completed Evaluation

Enter the Goal, Description, and Goal Type for each goal you would like to add. Goals entered here will appear on your self-evaluation. Click "Save" after entering each goal.

Completing a self-evaluation

1. From the Home page, click "My Self-Evaluation" after logging in (see Step 1 from "Adding goals").

My Goals	My Self Evaluation	View or Sign My Completed Evaluation

2. Add your comments and ratings. You can add, save, and return to the app to add your ratings and comments.

Understand UAB ✳

--Please Select-- ▼	I have read and familiarized myself with the UAB's mission, vision, and shared values and demonstrate these values in my work and all interactions.

Achieve Results ✳

Rating	Criteria
--Please Select-- ▼	**Functional knowledge and skills:** Demonstrates skills and knowledge relevant to own functions or work group, applies current best practices in discipline or specialty area, stays aware of major developments in discipline or specialty area, and is

4. Submit your evaluation. Click "Save," then "Submit." Once you "Submit" your self-evaluation, your manager will be able to view your ratings and comments.

Save	Submit
Understand UAB	
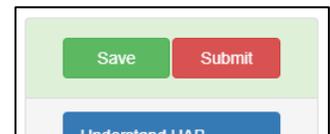
5. Sign the evaluation. After your manager has submitted their evaluation, their comments and ratings will appear on your Performance Evaluation. Click "View My Performance Evaluation" from the Home page. Both you and your manager's signature are required.

My Goals	My Self Evaluation	View or Sign My Completed Evaluation

In order to sign, open the Performance Evaluation and scroll to the bottom of the page. You must enter your full name to sign the form digitally.

Once the employee and the manager have signed the evaluation, the performance evaluation is finalized and completed. No manual uploading is required. ■