

Details for the Electronic Form

OPTION B This document is for schools and units completing an evaluation in the new online form

Timeline: The web application will be available Now – September 30

Access the application through uab.edu/performancemgmt and choose “Option B: Use the New Form.”

Before getting started

If you are an Individual Contributor or Emerging Leader:

- The “Job Duties and Responsibilities” assessment is *optional* for these job roles. If applicable, your manager should provide these criteria to you so you may enter it on your Self-Evaluation. It may be your job description, or a general description of your day-to-day duties and responsibilities.
- 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.
- The Peer Review Assessment is not available for the pilot process in FY19.

Adding goals

1. Log into the app. Choose “Option B” on uab.edu/performancemgmt.

Performance Management

UAB is committed to creating an environment of excellence, where all faculty and staff grow knowledge, skills and abilities while supporting UAB's vision and mission.

OPTION A
Upload a Current Form

Upload finished evaluations to the online app.

OPTION B
Use the New Form

Complete an evaluation in the online app.

2. Add goals, if applicable. Choose “View My Goals.”

View My Goals

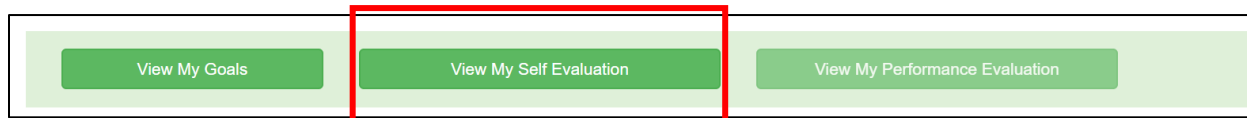
View My Self Evaluation

View My Performance 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.

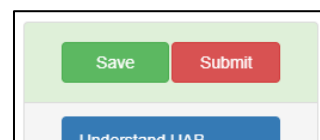
Completing a self-evaluation

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

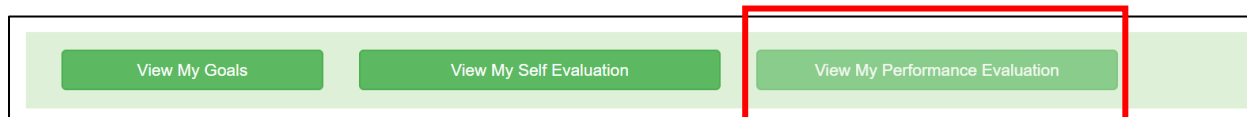


2. Add your comments and ratings. You can add, save, and return to the app to add your ratings and comments.

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.



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.



In order to sign, open the Performance Evaluation and scroll to the bottom of the page. Your mouse may be used 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.