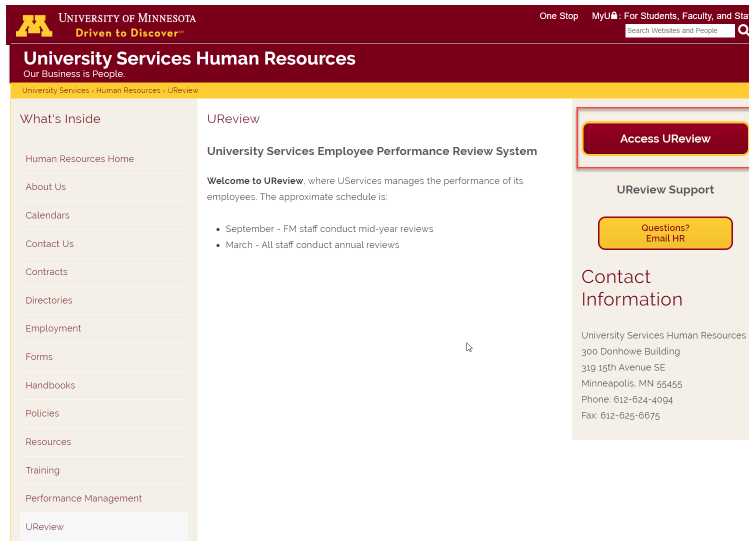


ACCESSING UREVIEW

You can access UReview from the University Services HR website at:

<http://userservices.umn.edu>

Select the UReview link on the left-hand side.



The screenshot shows the University Services Human Resources website. The left-hand navigation menu is expanded, and the 'UReview' link is highlighted. The main content area displays the 'UReview' section, including a 'Welcome to UReview' message and a list of review dates: 'September - FM staff conduct mid-year reviews' and 'March - All staff conduct annual reviews'. A red box highlights the 'Access UReview' button in the top right corner of the main content area.

1. Click the **Access UReview** button.
2. Sign-in to UReview using your internet ID and password. If you have trouble with your password, you should contact the University's OIT helpline (1-4357).

REVIEWING GOALS/COMPLETING A SELF REVIEW

You can view the goals assigned to you by your supervisor by viewing your Self Review. The Self Review is completed at year-end. At year-end you will be expected to rank your performance according to the goals assigned to you by your supervisor.

1. From the **Your Tasks** section of the UReview HomePage, select **Complete Self Review**.






The screenshot shows the 'Your Tasks' section of the UReview HomePage. The section is titled 'Your Tasks' and features a blue folder icon with a green checkmark. Below the title is a table with two columns: 'Task Name' and 'Due Date'. The table contains one row with the task name 'Complete Self Review' and the due date '1/3/2014'. A red oval highlights the 'Complete Self Review' text in the table.

	Due Date
Complete Self Review	1/3/2014

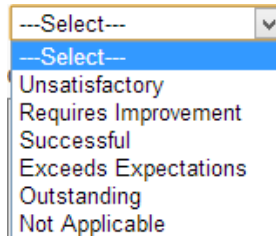


- 2. Employees are expected to complete both the **Goals Section** and the **Competency Section** of the Self Review.

 Red light	Indicates the section is required, but has not yet been started
 Green light	Indicates that a section has been completed
 Yellow Light	Indicates that a section has been started, but has not been completed.



- 3. Click on the section name to open that portion of the review.
- 4. Select a rating for each competency or goal from the drop-down list based on what you feel is appropriate for your performance.



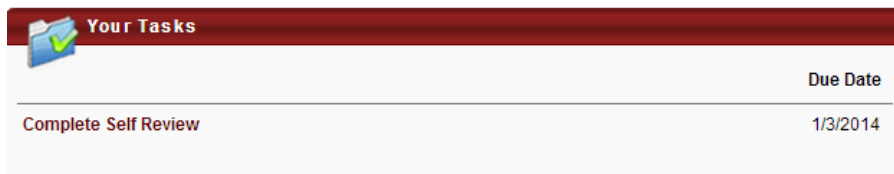
- 5. Enter any comments in the **Comments** field.
- 6. Click **Save and Continue** to continue with the next section or click **Save and Exit** to save this section and continue rating at a later time.
- 7. When you have completed the review and are satisfied with your ratings, click **Submit** to submit your Self Review to your supervisor.

Summary		
Sections	Self Review	Manager Review
U Services Standard Goal/Objective Rating	Successful 3.0 / 5.0 (70%)	-
U Services Management Services Competency Section	Successful 3.0 / 5.0 (30%)	-
Overall	Successful 3.0 / 5.0	-

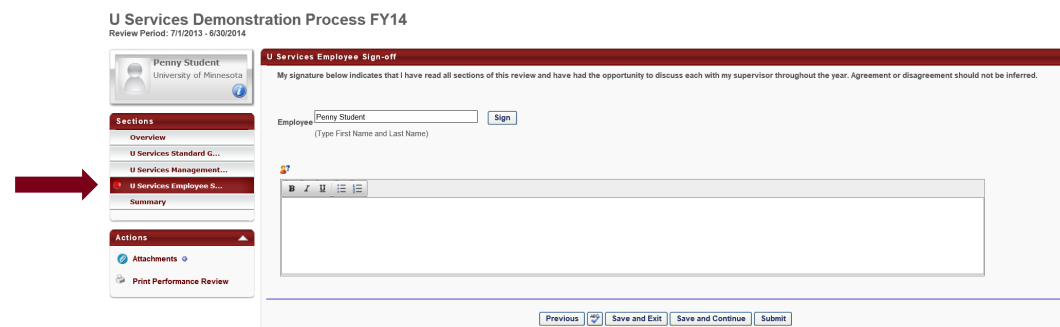
SIGNING OFF ON THE APPRAISAL

Once your supervisor completes their portion of your performance appraisal, you will need to sign off on your appraisal.

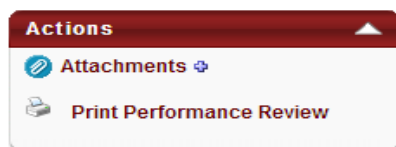
1. From the **Your Tasks** section of the UReview Homepage, select **Complete Self Review**.



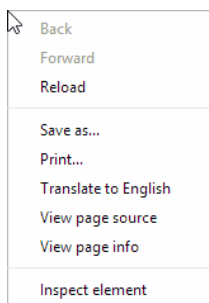
2. Click on the **Sign-Off** section to open this section of the review.



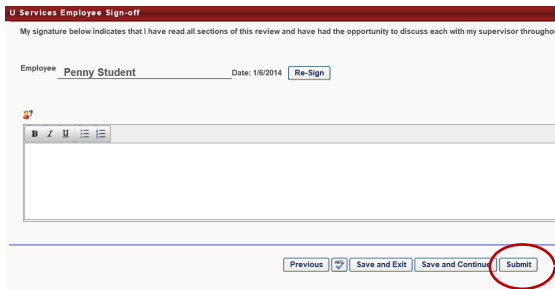
3. In the **Employee** field, type in your first and last name and click the **Sign** button.
4. Type in any comments (if applicable).
5. In the **Actions** section, click **Print Performance Review** to print the appraisal before submitting it if you would like a printed copy at this time.



6. Right-click to select the **Print** option and print the document.



7. Return to the performance appraisal review and click the **Submit** button to return the appraisal to your supervisor for signature.



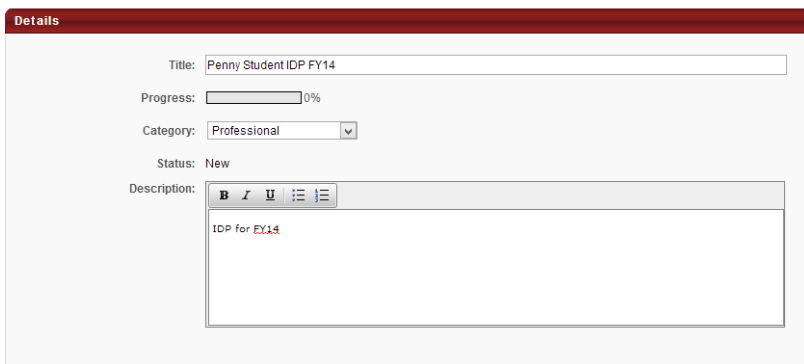
CREATING AN IDP (OPTIONAL)

Employees can work with their supervisors to capture their individual-based development plans (IDP) using UReview. It is up to the individual supervisor whether or not these are required. To enter your IDP into UReview, complete the following steps.

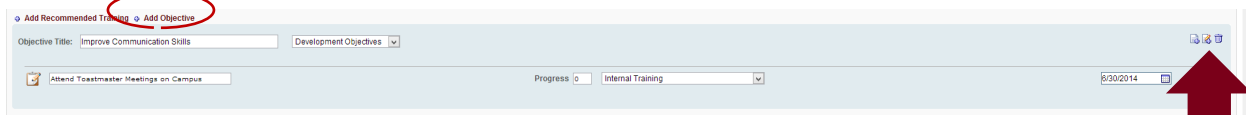
1. Select **Performance** → **Development Plans**.
2. Click the **Create** button.

Create a Development Plan

Define your development plan by adding objectives and action steps



3. In the **Title** field, enter a title for the plan. The title should include your name and the year of the IDP (i.e., Employee Name FY14 IDP).
4. In the **Description** field, enter a description for the plan. This field is for a description of your overall development plan and is not meant for your development plan objectives.
5. Click **Add Objective** to enter a development plan objective. You will then need to add a title to your objective. This is where you enter your development plan goal (i.e., improve communication skills).



6. Click the **Add Action Step** icon and enter an action step for the objective. The action step is what you plan to do to achieve your development plan goal. *An action step is required for each objective.*
7. Continue entering IDP objectives by clicking **Add Objective**. It is recommended that an IDP have no more than 3 objectives.

- Click the **Save as Draft** button to save your IDP if you are not ready to submit or click the **Submit** button to submit to your supervisor for review/approval.

PRINTING AN APPRAISAL

To print a completed review done in UReview, go to **Performance** → **Performance Reviews** and select the **My Personal Reviews** tab. This will display a history of reviews in UReview.

Performance Reviews						
My Assigned Reviews		My Personal Reviews				
Review	Review Period	Start Date	Completion Date	Task Status	Rating	(1 Results) Attachments
U Services Demonstration Process FY14	7/1/2013 - 6/30/2014	11/14/2013	1/2/2014	Complete	---	

- Select the review to open it.
- Right-click to select the **Print** option.

