

Writing a Self-Evaluation in the Talent Management System: A User Guide

Table of Contents

| | |
|--|----|
| Overview | 1 |
| Accessing the Talent Management System | 2 |
| Working with your Self-Evaluation (Review) | 4 |
| Accessing Your Performance Evaluation..... | 4 |
| Writing Your Review | 4 |
| Submitting Your Self-Evaluation | 8 |
| What Happens Next?..... | 10 |
| Acknowledging the Evaluation..... | 10 |

Overview

The self-evaluation can be a tool used to stimulate constructive dialogue regarding work performance. Staff members who complete a self-evaluation become engaged in their evaluation process which includes helping to establish direction for future activities and to assist in continuous improvement.

When writing your self-evaluation, you have the opportunity to rate your performance. Your self-evaluation ratings are important points of reference for your supervisor; however, only the supervisor's ratings are used to calculate the overall rating of the evaluation. The performance evaluation is divided into three sections of equal weight: Primary Work Responsibilities, Competencies and Goals. The Competencies and Goals sections consist of multiple pages that are averaged together to create the overall score for each. Finally, the three scores are averaged (rounded to the nearest whole number) to create the overall score for the performance evaluation.

Your supervisor will not see your self-evaluation until you have submitted it.

Completing a self-evaluation is mandatory at Montgomery College.

Accessing the Talent Management System

1. Navigate to **MyMC**.
2. Click the **Employee** tab.

The screenshot shows the MyMC website interface. At the top, there is a navigation bar with tabs for MC Home, My Courses, Faculty, Libraries, Counseling, Employee (highlighted), and Training & Dev. Below the navigation bar, there is a main content area with three columns. The left column is titled 'BANNER WEB' and contains links for Banner Web Home, Time Entry, Employee Services, Personal Information, Pay Information, Payroll Forms, Schedules, FAQ, Current Leave Balances, and Student Services & Financial Aid. The middle column is titled 'MC Talent Management System' and features a circular diagram with four segments: Recruiting & Onboarding, Performance & Goals, Development & Learn, and Career & Succession Planning. The text below the diagram describes the TMS and mentions performance evaluations for Spring 2013. A red arrow points to the link 'Open the Talent Management System' in the list below. The right column is titled 'Office' and contains links for OED Ha, College, OED Fo, Executi, Resour, Type of, EEOC P, Practic, Compli, and Multicu. Below this is an 'IT Ser' section with a contact link and a list of services: Call, E-me.

3. Click **Open the Talent Management System**. The **Performance** homepage is displayed.
4. Click the **Performance** link on the left hand navigation panel. The **Performance Management Employee Center** page is displayed.

The screenshot shows the Performance Management Employee Center page. At the top, there is a navigation bar with the Montgomery College logo and the tagline 'endless possibilities'. The page title is 'Performance'. On the left side, there is a navigation panel with a 'Centers' section containing a link for 'Performance' (highlighted with a red arrow) and a 'Quick Access' section containing a link for 'Talent Browser'. The main content area contains a welcome message to Montgomery College Employees, a paragraph about the integrated talent management system, a paragraph about the mission of the college, a paragraph about talent management processes, and a closing statement: 'Let's create rewarding careers at Montgomery College!'. On the right side, there is a circular diagram with four segments: Recruiting & Onboarding, Performance & Goals, Development & Learn, and Career & Succession Planning. The center of the diagram is labeled 'MC TALENT MANAGEMENT SYSTEM'. At the bottom right, there is a 'TALEOPOWERED' logo.

5. In the **Performance Management Employee Center** page, click **Reviews** in the **Navigation** menu. The **Goal Module** for the current fiscal year is displayed.



Welcome Kristoff A-S1

Welcome to the Performance Management Employee Center

My Tasks

All Tasks (3)

| Task | Employee | Due |
|---|---------------|--------------|
| Write Self-Assessment (Review) | Kristoff A-S1 | Feb 18, 2015 |
| Write Employee Review (Review) | Laurent A-E2 | Feb 20, 2015 |
| Request Acknowledgement of Employee | Katarina A-E1 | Feb 20, 2015 |

My Goal Plan

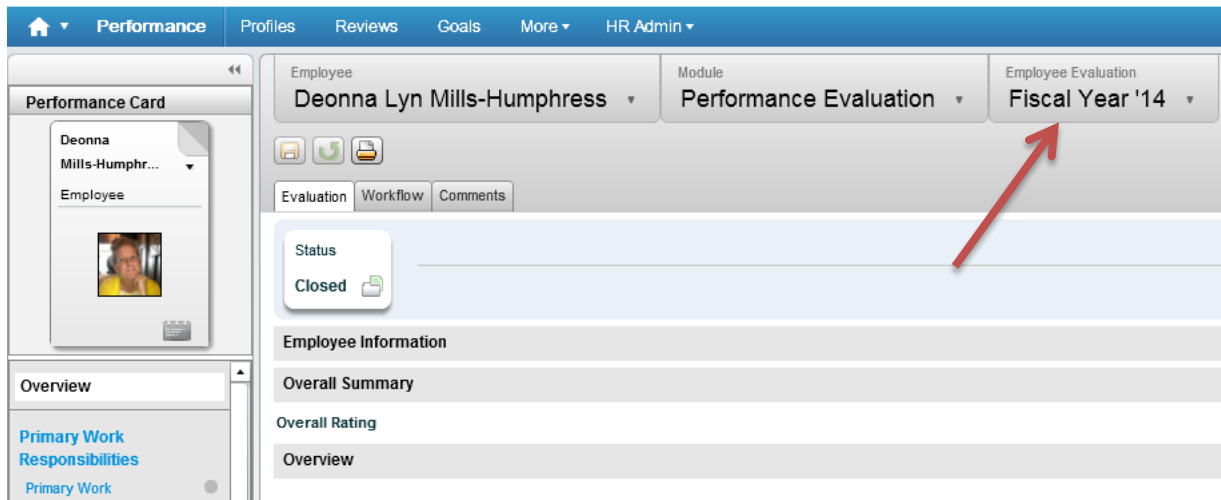
Complete my stuff
Due Date
Status
0 %

To be the best

Working with your Self-Evaluation (Review)

Accessing Your Performance Evaluation

1. If necessary, use the **Employee Evaluation** button to select the current **Fiscal Year**. The **Review** page is displayed.



2. In the **Performance Evaluation** page, click the **Access the evaluation** button. The **Primary Responsibilities Overview** page is displayed.

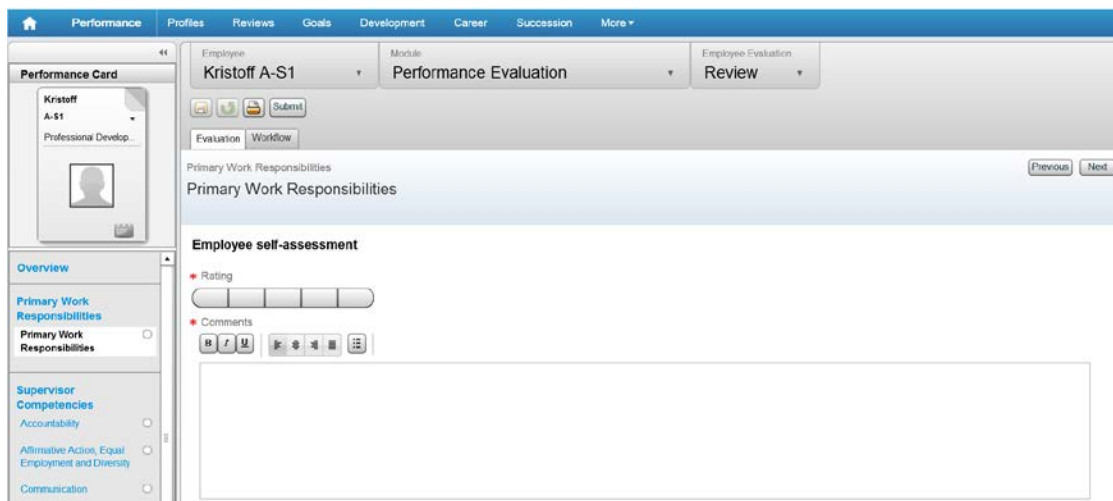


Note: This page has information and instructions on how to fill out this section. There are also links to the position description in the **Job Wizard** and **Help, Resources, & Contacts**.

3. Click **Next** to begin writing about your **Primary Work Responsibilities**.

Writing Your Review

1. In the **Primary Work Responsibilities** page, hover your mouse over the **Ratings** bar and click to select a rating.



Note: Ratings are defined as follows:

5 = Far Exceeds Expectations

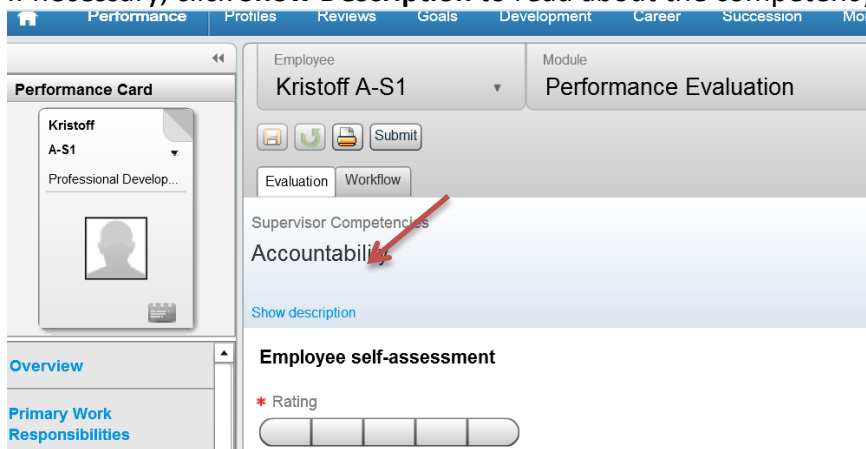
4 = Exceeds Expectations

3 = Meets Expectations

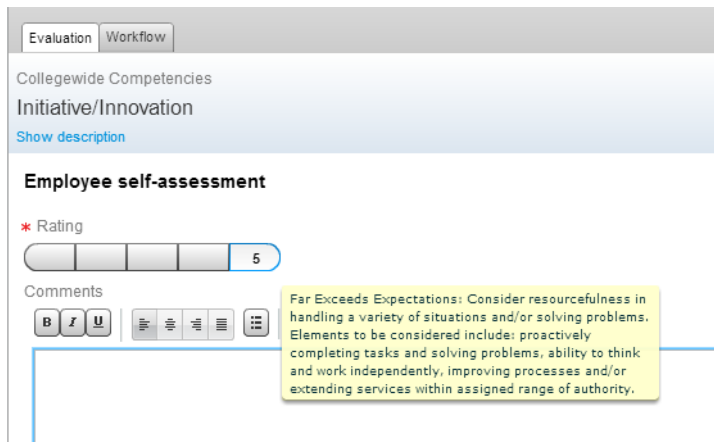
2 = Needs Some Improvement

1 = Does Not Meet Expectations

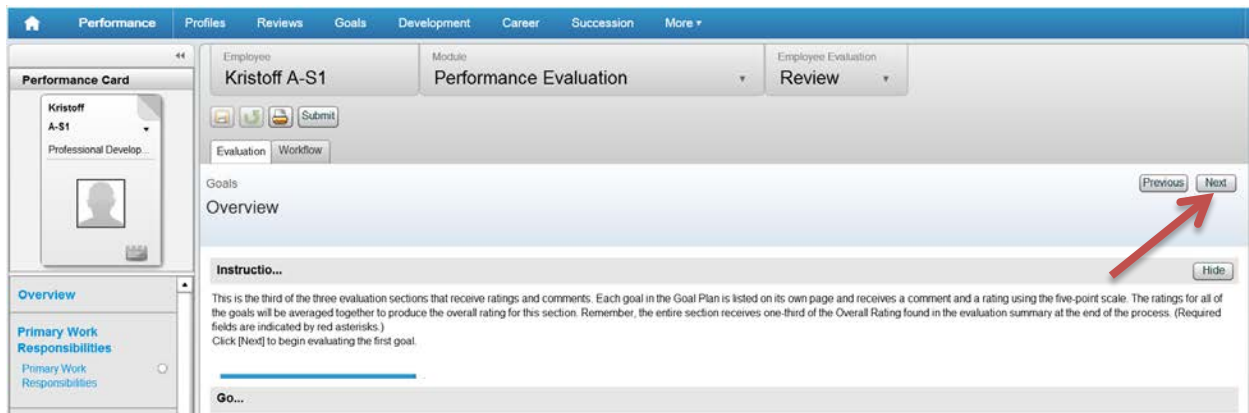
2. Enter comments about your Primary Work Responsibilities in the **Comments** box.
3. Click **Next** to access the **Competencies Overview** page. This page has information and instructions on how to fill out this section. **Click Next** to begin evaluating the first competency.
4. If necessary, click **Show Description** to read about the competency.



Note: Read the meaning of each rating, as it pertains to this competency, hover your mouse over the Rating buttons and a popup rating rubric will be displayed.

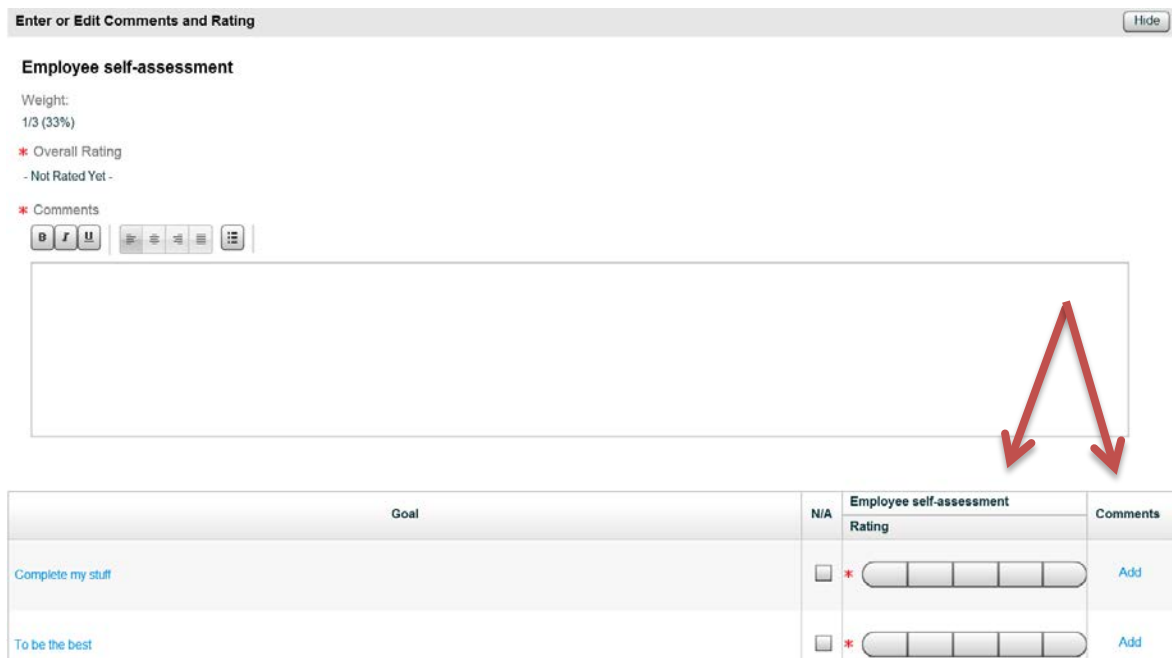


5. Rate your performance on this competency and provide any comments (optional) to support the rating.
6. Continue clicking **Next** to review and rate your performance against all of the **Competencies**. Once you have rated all the competencies, the **Goals Overview** page is displayed.
7. Click **Next** to begin evaluating each of your goals.



Note: To review your goal progress and other information, select **Goal Plan** from the **Module** drop-down menu. The goal plan will open. Select the goal from the list to view its **Detail** page. To return to the evaluation, select **Performance Evaluation** from the **Module** drop-down menu. Use the left navigation panel to return to the goal that you are evaluating.

8. Continue clicking **Next** to review and rate your performance against all of your **Goals**. Note: Comments are required for each goal. Once you have evaluated all the goals, the **Goals Summary** page is displayed.
9. From the Goals Summary page, do may perform any or all of the following:
 - Click a rating to make a change to the rating.
 - Click **Add** to add a comment.
 - Click **Edit** to make changes to any comment.



10. Click **Next** to display the **Evaluation Summary Page**.

11. You may perform any or all of the following:

- Click **Add** to add a summary comment to either the Competencies or Goals sections.
- Click **Edit** to make changes to the summary comments for either the Competencies or Goals sections.

Employee self-assessment

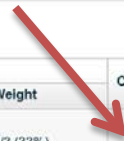
* Overall Rating

- Not Rated Yet -

* Comments



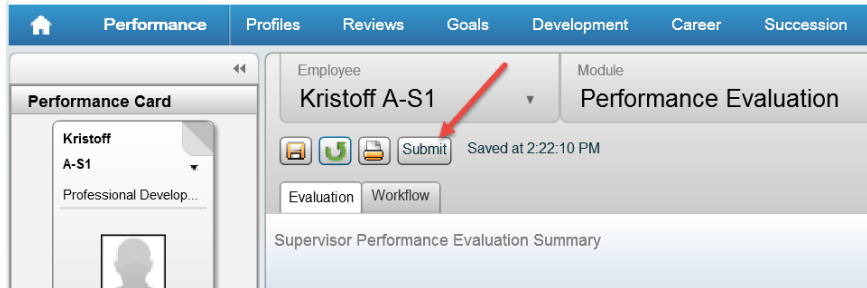
| Section | Employee self-assessment | | Comments |
|-------------------------------|--------------------------|-----------|----------|
| | Rating | Weight | |
| Primary Work Responsibilities | -- | 1/3 (33%) | |
| Supervisor Competencies | -- | 1/3 (33%) | * Add |
| Goals | -- | 1/3 (33%) | * Add |



Submitting Your Self-Evaluation

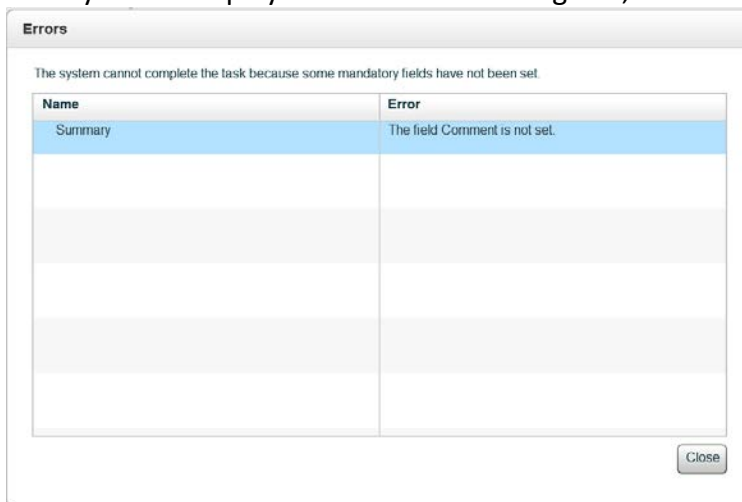
1. In the **Evaluation Summary Page**, click **Submit**.

Note: After submitting the self-evaluation your supervisor will be able to read it. However, you cannot edit it unless you request your supervisor to set it back to draft. If your supervisor sets it back to draft only you will be able to see it and edit it. When finished, you will need to resubmit it to your supervisor.

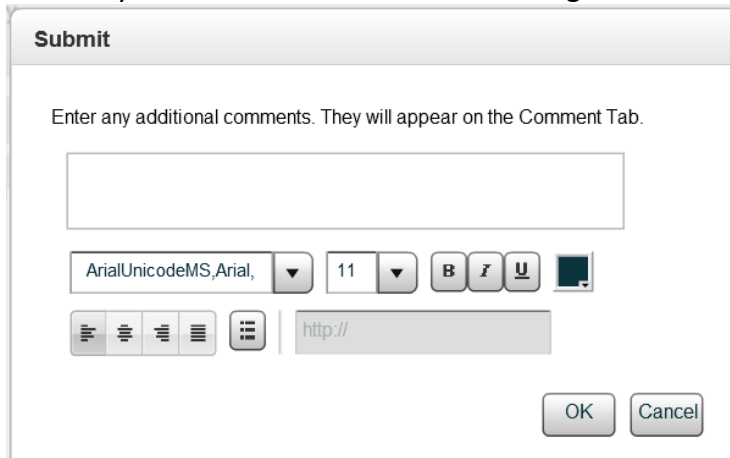


12. Do either of the following:

- Fix any errors displayed in the **Errors** dialog box, or



- Enter any additional comments in the dialog box and click **OK**.



Note: If you provide a comment, it will appear on the **Comments Tab**.

13. Click **Reviews** in the **Navigation Menu** to return to the **Performance Evaluation** homepage.

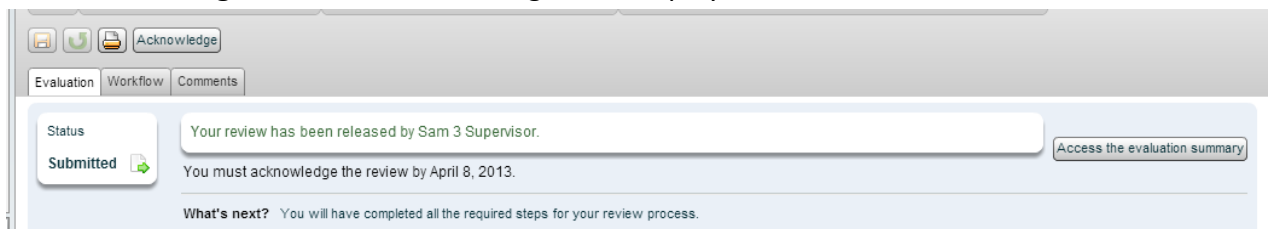
The screenshot displays a web application interface for performance evaluation. At the top, a navigation menu includes 'Performance', 'Profiles', 'Reviews', 'Goals', 'Development', 'Career', 'Succession', and 'More'. The main content area is titled 'Performance Card' and features a sidebar on the left with sections for 'Primary Work Responsibilities' and 'Supervisor Competencies'. The main panel shows the employee 'Kristoff A-S1' in the 'Performance Evaluation' module, with a 'Review' tab selected. A status message indicates that the self-evaluation has been submitted to Ryder A-DJR. Below this, the 'Overall Rating (Self-assessment)' is shown as 3.91, which 'Exceeds Expectations (4)'. A 'What's next?' section provides instructions on when the manager will release the evaluation. At the bottom, there is a 'Help' section with links to 'Resources' and 'Contacts', and a paragraph explaining the self-evaluation process and the overall rating calculation.

What Happens Next?

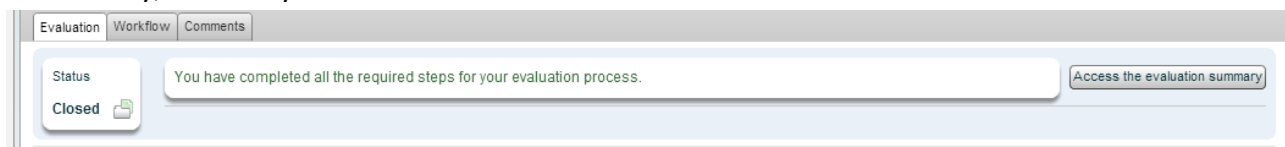
1. Your supervisor will receive an e-mail notification that you have submitted your self-evaluation. They now have read-only access to your self-evaluation.
2. When your Supervisor finishes writing your evaluation the following things should take place:
 - Your supervisor should print your evaluation and provide it to you in a confidential envelope.
 - Your supervisor should schedule a meeting to discuss the evaluation with you.
 - If any changes need to be made to the evaluation they can be made at that time.
 - When your supervisor submits the evaluation it cannot be edited. It is finalized. Therefore, it is critical that you and your supervisor meet and discuss your evaluation before the supervisor submits it.
 - When the supervisor submits your evaluation you will receive an email notification that it was released and that you will be able to view it.
 - At this point the supervisor must **Request Acknowledgement** from you. When this is done, you will receive another email notifying you to log into the system and acknowledge your evaluation.

Acknowledging the Evaluation

1. Log into the **Talent Management System**.
2. Click **Acknowledge Employee Review** under **My Tasks**. Your Performance Evaluation is displayed.
3. Click **Acknowledge**. A confirmation dialog box is displayed.




4. If necessary, enter any comments. Click **OK**.



Note: All supervisors are required to submit completed evaluations of their direct reports. Therefore, if for any reason you are unable to acknowledge the evaluation, your supervisor is empowered to acknowledge on your behalf.

Printing Your Evaluation

A PDF version of the employee's performance evaluation can be saved and/or printed.

1. Click the **Printer** icon . The **Print Options** menu is displayed.
2. Check the items you'd like to view in the PDF.
3. Click **Print**. A PDF file opens up. (Make sure your pop-up blocker is turned off.)

Different browsers use different Adobe Acrobat readers; therefore, if you have trouble printing or saving the .pdf please contact the [IT Service Desk](#).