How Does the Annual Review Process Work?

You and your manager will use the online forms contained in myPerformance to document performance outcomes and the annual review discussion. In this guide, you will learn how to complete the form.

1. Getting Started

Your manager will let you know when it’s time to document your goal outcomes on the Annual Review Form and have a meeting.

To access the form, follow these steps:

- Click Home in the upper-left corner of the screen.
- Click Performance Forms from the drop down menu.
- Click the link to your JHU Annual Review Form from the list of forms.

Please note: you and your manager can both enter comments into the form once it becomes available. If you and your manager try to access the form at the same time, you will receive a message to try again later.

2. Navigating the Annual Review Form

At the top of the form, you can see the major sections of the form (i.e., Route Map, Employee Information, Goals and Major Responsibilities, Core Values, Overall Self-Rating, Overall Comments, and Professional Development). You can use these links to jump quickly down into a specific section of the form.

The form shows your employee information, which is populated automatically from SAP. If you see any errors, contact your HR Rep to have them corrected.

Next, you’ll see a “Route Map” which shows the steps in the Annual Review process, as well as the step that you are currently in. This can be helpful if you’re not sure about the status of a form within myPerformance.
3. Adding Your Comments and Rating to the Annual Review Form

You will enter your comments in the Goals and Major Responsibilities, Core Values, Overall Comments, and/or Professional Development sections.

If you want to edit or delete any of your goals, you can select the pencil or trashcan icons next to each goal title. You can also add a goal by selecting + Add Goal. You should always consult with your manager before changing any of the information related to your goals.

Select an overall self-rating from 1 to 5 by selecting one of the stars. Click on the ? symbol for rating descriptions.

Please note: while important, Professional Development Goals are included for discussion, but should not be considered as part of your overall self-rating. These goals are intended to enhance job-related skills and capabilities for current or future roles.

After entering your rating and comments in each section, click Save and Close, if you still need to make changes, or Share with Manager, if you are ready to share your comments.

*NOTE: Your form will not be shared unless you select Share with Manager again on the next confirmation screen.
4. Have an In-Person One-on-One Meeting With Your Manager

Your manager is required to conduct an in-person one-on-one meeting with you to go over the comments, before the annual review process is complete. Once this meeting has taken place, your manager will fill in his or her comments and rating, and send the Annual Review Form back to you.

5. Review Manager’s Comments and Rating and Add Your Signature

Once this meeting has taken place, your manager will share his or her comments and rating with you. Your manager’s comments and rating will be visible immediately, at which time you can sign the form by selecting Sign to Complete Process, if you are ready. Remember that your signature does not imply agreement or disagreement.

*NOTE: Your form will not be signed unless you select Sign to Complete Process again on the next confirmation screen. Once you confirm your signature, your role in the annual review process is complete. The form will be sent back to your manager for final review and is no longer accessible in your myPerformance inbox.

Reviewing Completed Forms

If you want to review any of your performance forms following submission, locate them by following this path:

• Click Home in the upper left corner of the screen.
• Click Performance Forms from the drop down menu.
• Click Completed to view a list of the forms that have been completed or All Forms to view all in process or completed forms.
• Click the link to the Performance Form that you would like to review.

At this point, you cannot edit the ratings or comments in the form.