
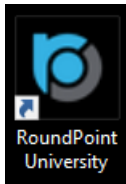

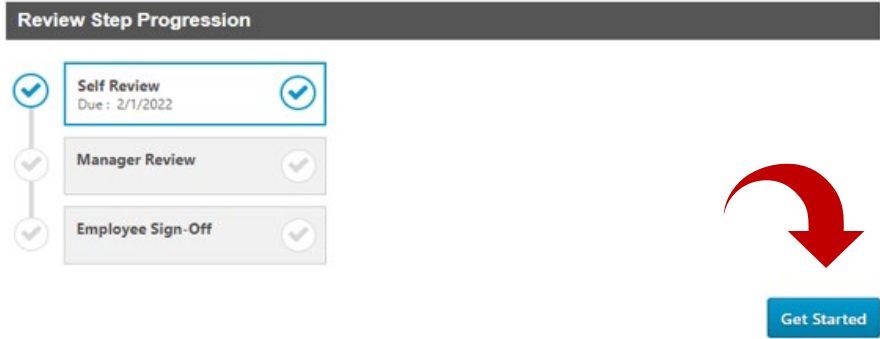
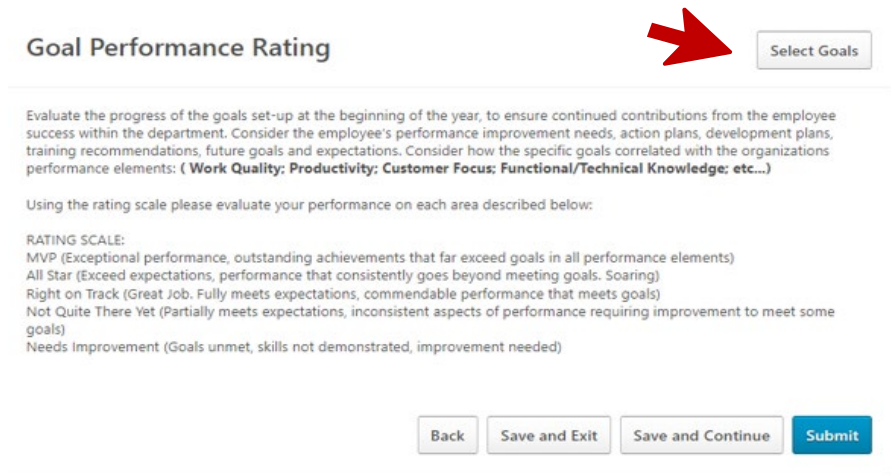


Performance Appraisal Self Review QRG/Video	
Process Owners	Human Resources Business Partners
Training Audience	All RoundPoint Employees
Overview	This quick reference guide (QRG) provides employees with a step-by-step approach for evaluating, completing, and submitting a performance appraisal self-review.
Demo Video	<p>To view a video demonstration of the Performance Appraisal Self Review Process, click the video image shown below (double-click to view in full screen). Otherwise, scroll down to view the QRG.</p> 
STEPS	ACTIONS
1	<p>From your computer desktop, locate the RoundPoint University (RPU) icon. Double-click the icon to launch RoundPoint University (RPU) from our secure Intranet connection.</p> 
2	<p>From your RoundPoint University (RPU) task toolbar, locate and click on the "Complete Self Review" link.</p> 

<p>3</p>	<p>Shown below is the review step progression for the Performance Appraisal Self Review Process. To start the process, click the "Get Started" button in the bottom, right corner of the performance appraisal window.</p> 
<p>4</p>	<p>To start the goal selection process, click on the "Select Goals" button.</p> 

5

Select your goals by placing a checkmark in the box next to each relevant goal shown on the list. Once you have selected all your goals, click the **"Add"** button to accept your goals.

NOTE: Please select 3 to 5 preapproved goals that were identified by your manager during the period of 1/1/2021 – 3/31/2022.

Select Goals

Goals for the Period 1/1/2021 - 12/31/2021

	Title	Due Date	Status	Progress
<input checked="" type="checkbox"/>	Customer Focused	12/31/2021	Not Started	0 %
<input checked="" type="checkbox"/>	Quality	12/31/2021	Not Started	0 %

Cancel

Add

6

To review and rate your progress for each goal, left click on the dropdown menu and select **"Manage Goals"**. You will need to repeat this step for each goal you selected.

Customer Focused

Seeks to understand the client inquiries and apply resolution

Progress :

0%

Status : Not Started

Start Date : 1/1/2021

Due Date : 12/31/2021

more...

Weight : %

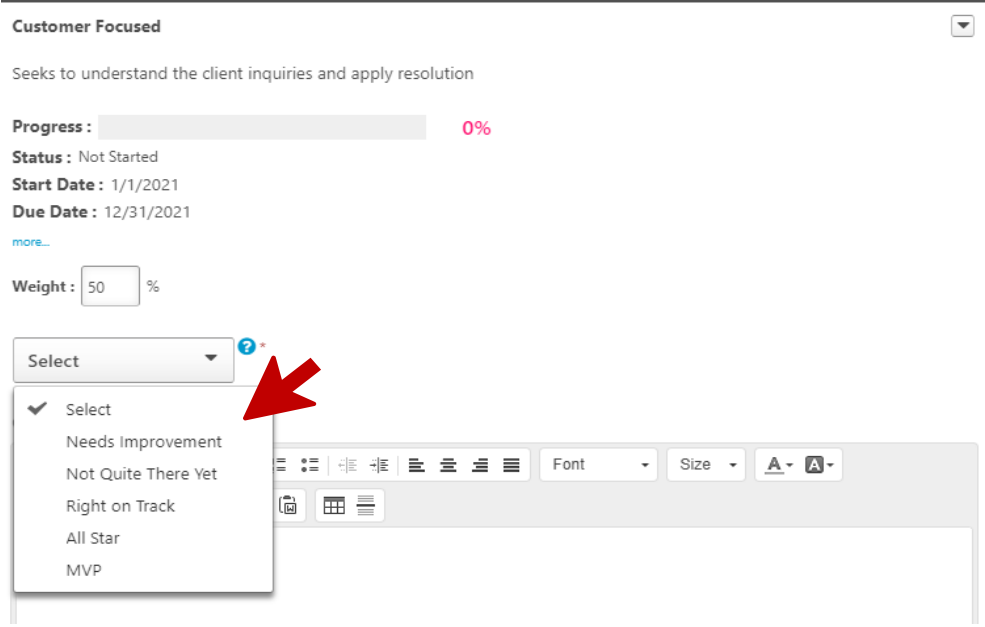
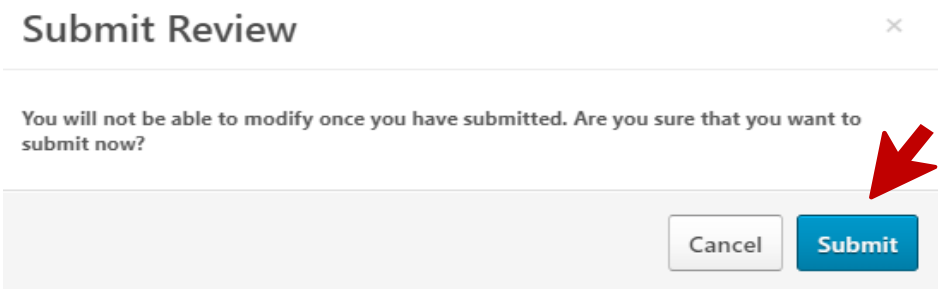
Select

?

Goals : Comments

Goals : Attachments

Manage Goals

<p>7</p>	<p>Indicate your current level of performance for each goal by selecting the appropriate rating from the dropdown menu.</p> <p>Additionally, you MUST add a comment or at least one (1) document to support your performance rating. You can upload up to three (3) documents for each associated goal. Acceptable document types are (score cards, PDFs, Word docs, or Excel docs). Again, you will need to complete this step for each goal you selected.</p> 
<p>8</p>	<p>Once you have selected and evaluated all your goals, you will need to submit your Performance Appraisal Self Review by clicking the "Submit" button.</p> <p>PLEASE NOTE: once you click the "Submit" button, you will not be able to modify your Performance Appraisal Self Review, as this selection is FINAL. So, be sure to perform a thorough review, making sure all goal fields are properly populated before clicking the "Submit" button.</p> 

8	NEXT STEPS: <ul style="list-style-type: none">• Once you have completed and submitted your Performance Appraisal Self Review, your manager will complete his/her evaluation of your performance.• Once your manager has completed his/her evaluation of your Performance, he/she will set up a performance review meeting with you.• Once the performance review meeting has taken place, you will receive another task request via RoundPoint University (RPU); this task request will require you to SIGN OFF on your Performance Appraisal.
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