<u>My Perform FAQs</u>

1. Is there training available for how to use My Perform?

   Yes. There are step-by-step documents on this page to help you use the system. There are also video tutorials in My Learn in the Course Catalog under the Performance Management category.

2. Can I change my goals once they are entered in My Perform?

   If your supervisor has not signed/approved your goals, she or he can pause your evaluation which will allow you to edit, delete, or add goals. Once your supervisor signs/approves your goals, you can't go back and change them. If you need to make changes after approval, contact your HR Business Partner.

3. What will we be evaluated on at the end of the year?

   You will be evaluated on four competencies (Relationship Excellence, Service Excellence, Learning Excellence, and Job Knowledge & Function) and your Goals. Each of these five sections will be worth 20% of your overall rating.

4. What is the rating scale?

   This year the rating scale has **five levels**: Exceeds Expectations, Meets Expectations, Progressing, Needs Improvement, and Does Not Meet Expectations.

5. Are there behavior examples of the rating levels for each of the competencies?

   Yes, please refer to the Competency Behavior Examples for Faculty or Staff documents on this page.