

My Perform FAQs

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 Human Resources

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

You will be evaluated on your goals that you and your supervisor identified during your initial check-in and goal development in August/September.

4. What is the rating scale?

The rating scale step is for reflection and to determine how you progressed on your goals.

5. What if I don't reach my goals, will that disqualify me from getting a raise in July?

The performance evaluation is not tied to any increase.

6. 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.