

myPerformance (On-line performance evaluation tool)

The myPerformance on-line evaluation tool is for non-academic staff, supervisors of non-academic staff, and second-level managers.

Access myPerformance at:








myHR

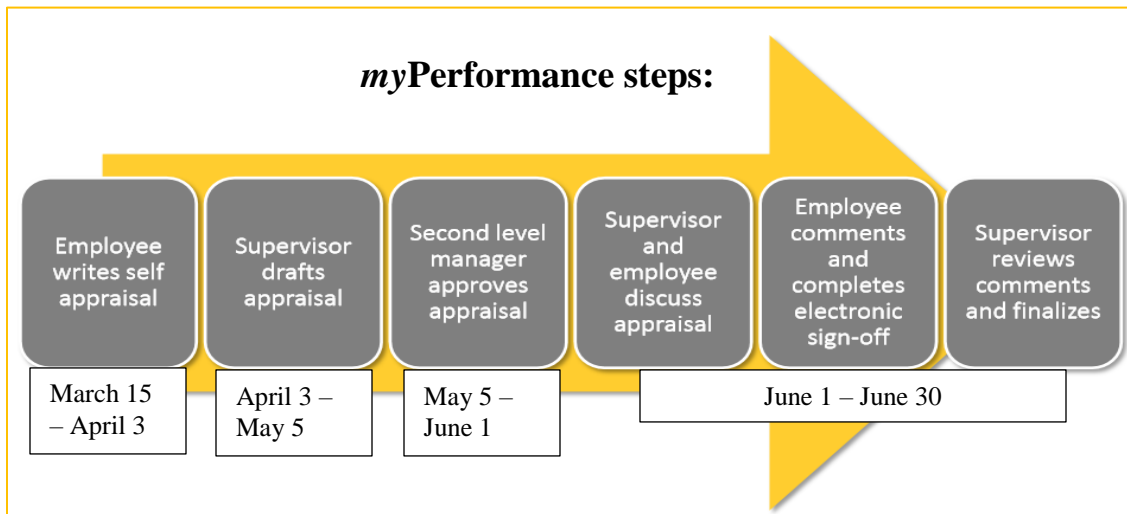
<https://myhr.umsystem.edu/>
> Training & Performance
> myPerformance

You can enter into the myPerformance tool at any time; however, the actual evaluation tool will open March 15.

myHR: Employee Self Service

UM SYSTEM

Time 	Careers 	Personal Details 
Payroll  Last Pay Date 02/28/2018	Benefits 	Additional Employee Info 
Training & Performance 		



myPerformance Steps	Timeline
myPerformance on-line evaluation opens	March 15
Employee writes self-appraisal	Recommended to submit no later than April 3 (can submit earlier). If this deadline is missed, work with your supervisor.
Immediate supervisor drafts employee appraisal	Recommended to submit no later than May 5 (can submit earlier).
Second-level manager approves appraisal	Recommended to submit no later than June 1 (can submit earlier)
*Supervisor and employee meet and discuss appraisal	Between June 1 – June 30 (can submit earlier)
*Employee may make comments, then completes electronic sign-off	Recommended to submit between June 1 – June 30 (can submit earlier)
*Supervisor reviews employee comments and finalizes appraisal	Submit between June 1 – June 30 Must be submitted no later than June 30

*Last 4 steps can be done all at the same time, in the appraisal meeting.

Except for the June 30 date, all other dates are *recommended* dates in order to keep the process on task.

For more information on the myPerformance on-line tool: <http://hrs.missouri.edu/training/all-employees/myPerformance.php>