

## *myPerformance* Q & As

**Q. Who is required to use *myPerformance*?**

A. All university staff (non-academic), benefit-eligible employees.

**Q. I am a part-time/non-benefit eligible employee. Do I have to do an evaluation?**

A. MU Extension recommends that all staff (non-academic) employees, including part-time/non-benefit eligible employees, do an evaluation and use the *myPerformance* tool. Campus HR is currently loading all part-time/non-benefit eligible staff employees into the *myPerformance* system.

**Q. Will I get an e-mail notice for upcoming dates to complete items in *myPerformance*?**

A. You will get will be for the March 15 opening. It would be a good idea to put suggested deadline dates on your calendar as a reminder.

**Q. Do I have to complete a self-appraisal in the *myPerformance* evaluation tool?**

A. Yes. The self-evaluation helps give you a summary of what you have done during the past year, and also helps remind your supervisor.

**Q. Can I go into and out of the *myPerformance* evaluation tool as I work on my self –evaluation?**

A. Yes, you are allowed to “Save for Later” by clicking on the button in the top right hand corner.

**Q. What if I submit my self-evaluation, but thought of something I need to change?**

A. It is recommended that you Save for Later, then reflect on it for a while, then submit. When you click the Submit button, *myPerformance* will give you several reminders to ask you if you really want to submit. Once you submit, you cannot make changes.

**Q. What if I make a mistake on my self-evaluation and I realize it after I have submitted it?**

A. Contact Megan Martin, [martinme@missouri.edu](mailto:martinme@missouri.edu)

**Q. Do I have to list goals?**

A. You don’t have to, but it is recommended as it helps you and your supervisor establish a plan of work and development for you for the upcoming year.

**Q. The *myPerformance* tool states a closing date of July 15 for the evaluation tool. Does this mean that I have until then to submit all of my evaluation material?**

A. No. The closing date is June 30. The July 15 date refers to “back of the house” procedures that will be taking place during that time. It is recommended that you complete the *myPerformance* process by June 30.

**Q. Can I complete my evaluation steps ahead of the suggested deadlines?**

A. Yes.

**Q. Can I download a previous year’s evaluation to the *myPerformance* tool?**

A. Previous year’s evaluations that were completed in *myPerformance* will be saved and can be accessed in *myPerformance*.

You will need to save an evaluation that was not completed in *myPerformance* to your files on your computer. Then when you are in *myPerformance*, click on the My Performance tab; then click on the Documents tab; then click Add. A box will appear that will allow you to browse your files to download.

**Q. I am a second-level approver. Will I get an e-mail notification that lets me know when I am ready to approve?**

A. Yes. You will get an e-mail for every second-level approver you need to do, and/or if several evaluations are submitted in one day, you may only get one e-mail notice for that day. Once you go into *myPerformance*, you will see a list of the evaluations you need to approve.

**Q. I am a new employee. Do I need to do an evaluation?**

A. It is recommended that you still complete the evaluation. You won’t have much of a review period to evaluate, but it will get you used to the *myPerformance* tool. In addition to getting you familiar with the tool, you will have established a review in which to refer to next year. You can also go into the tool and set goals for next year.

**Q. Can you “delegate” a supervisor in *myPerformance*? I’m wondering if as a supervisor’s assistant, can I go in and look up evaluations for the supervisor.**

A. No. Only the supervisor can see the evaluations in *myPerformance*. The supervisor can save an evaluation as a PDF if they like.

**Q. I am a faculty employee and I see the names of the people I supervise, but I do not see an evaluation for me. What is happening?**

A. Faculty employees do not use the *myPerformance* evaluation, thus the reason for not seeing your name. You have access to *myPerformance* so you can evaluate your non-academic employees.