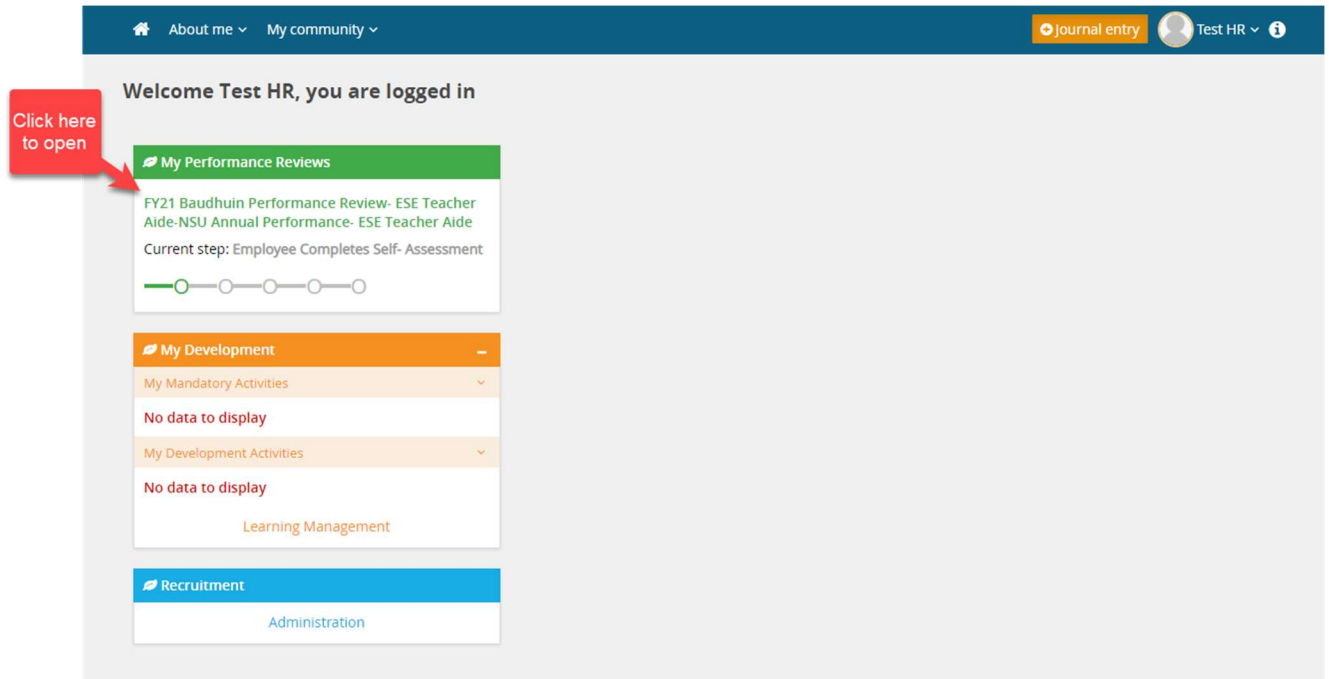
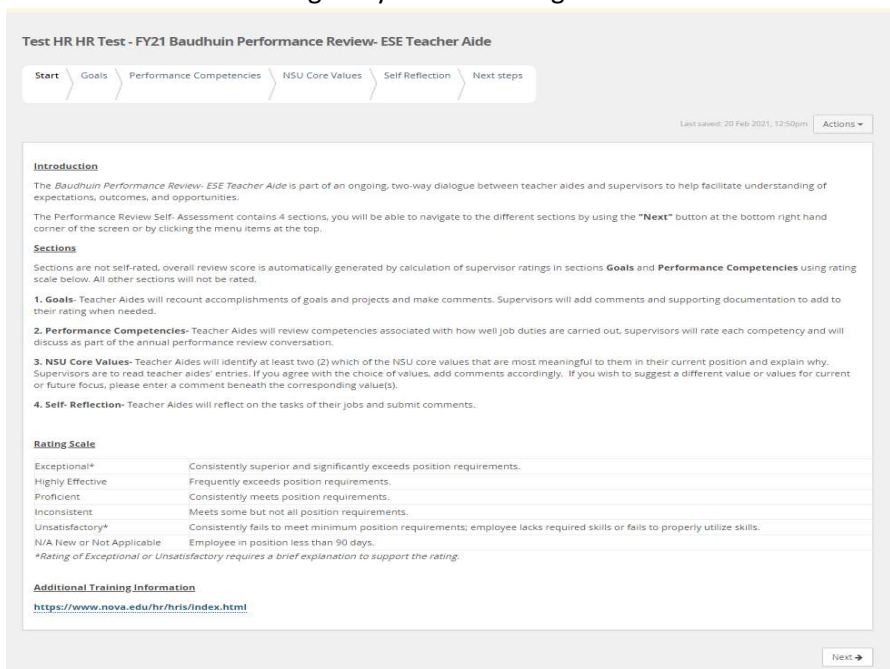


1. Open your Performance Review from your NSU Careers Employee Dashboard, by clicking on the name of the review.

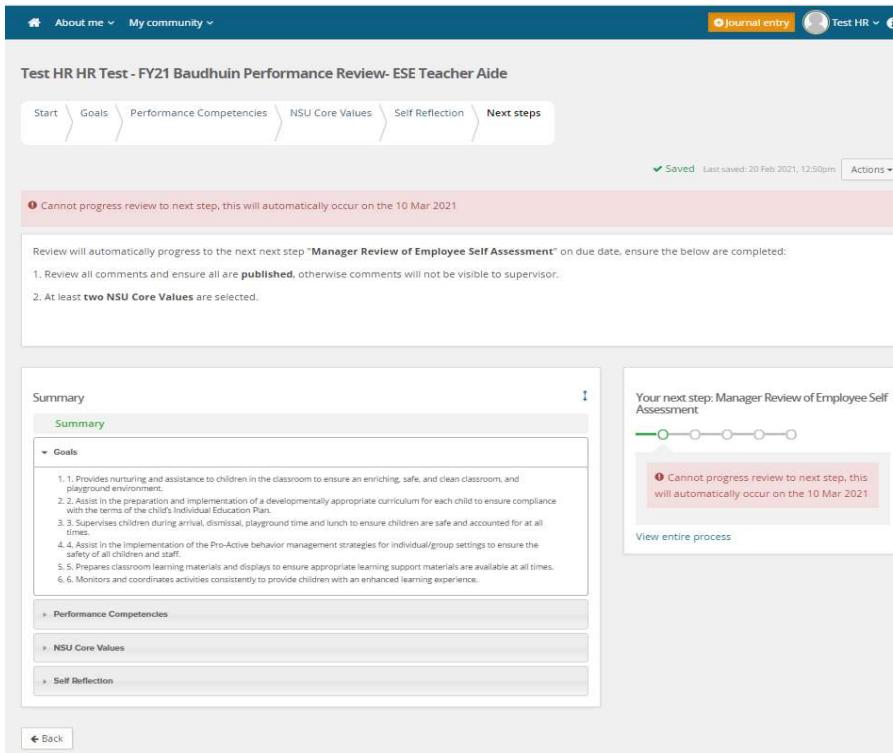


2. Your review will open on the **Start** section. This **Start** section is the landing page for each step of the review. You will see this information change as you move along to the different sections of the review.

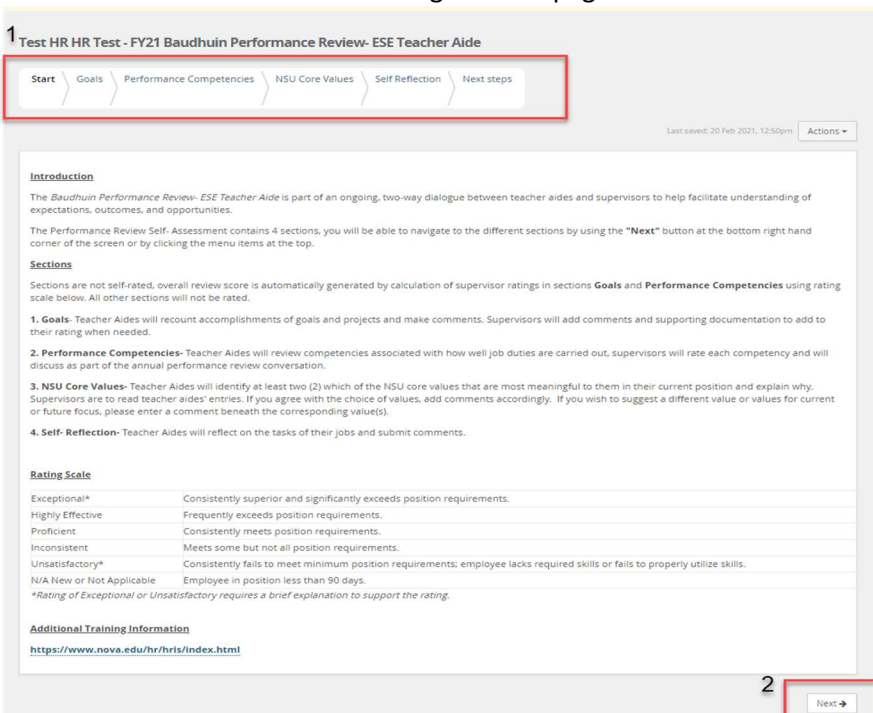


3. The Last section of the review is the **Next Steps** section. The **Next Steps** section summarizes any changes completed in the review thus far and will change as you move along to the different steps. **Next Steps** is also

where you will go to move the review to the next step, unless prompted that system will automatically progress to the next step.



4. There are 2 ways to navigate the review: 1. click on the tabs across the top of the review, or 2. to click the button labeled Next on the bottom right of the page



Section 2: Performance Review Sections

Performance Reviews are made up of 6 sections:

1. **Goals (07/01/2020 to 06/30/2021):** make any comments necessary. Notice the "view history" icon to review item edit history. This section is rated using the rating scale below.
2. **Performance Competencies:** familiarize yourself with the competencies associated with how well job duties are carried out. This section is rated using the rating scale below.
3. **NSU Core Values:** select at least 2 values that are most essential to your success in your current position, or have been successfully demonstrated this past year. This section is not rated.
4. **Next Year's Goals (07/01/2021 to 06/30/2022):** to plan goals or activities for the next review period. Define at least ONE goal for next year. This section is not rated.
5. **Self Reflection:** comment on any or all questions as intended to help stimulate discussion between employee and manager. This section is not rated.
6. **Next Step:** when self assessment is complete you will select the "Next Step" button in this tab to send the review to the *Manager Review of Employee Self Assessment step*. If in addition to the system generated email you would like to send a custom email to your supervisor, use the *Send Email* option at the bottom of the *Next Step* tab.

Rating Scale:

| | |
|---------------------------|---|
| Exceptional* | Consistently superior and significantly exceeds position requirements. |
| Highly Effective | Frequently exceeds position requirements. |
| Proficient | Consistently meets position requirements. |
| Inconsistent | Meets some but not all position requirements. |
| Unsatisfactory* | Consistently fails to meet minimum position requirements; employee lacks required skills or fails to properly utilize skills. |
| N/A New or Not Applicable | Employee in position less than 90 days. |

**Rating of Exceptional or Unsatisfactory requires a brief explanation to support the rating.*