Employee Performance Assessment Instructions - Employee Copy
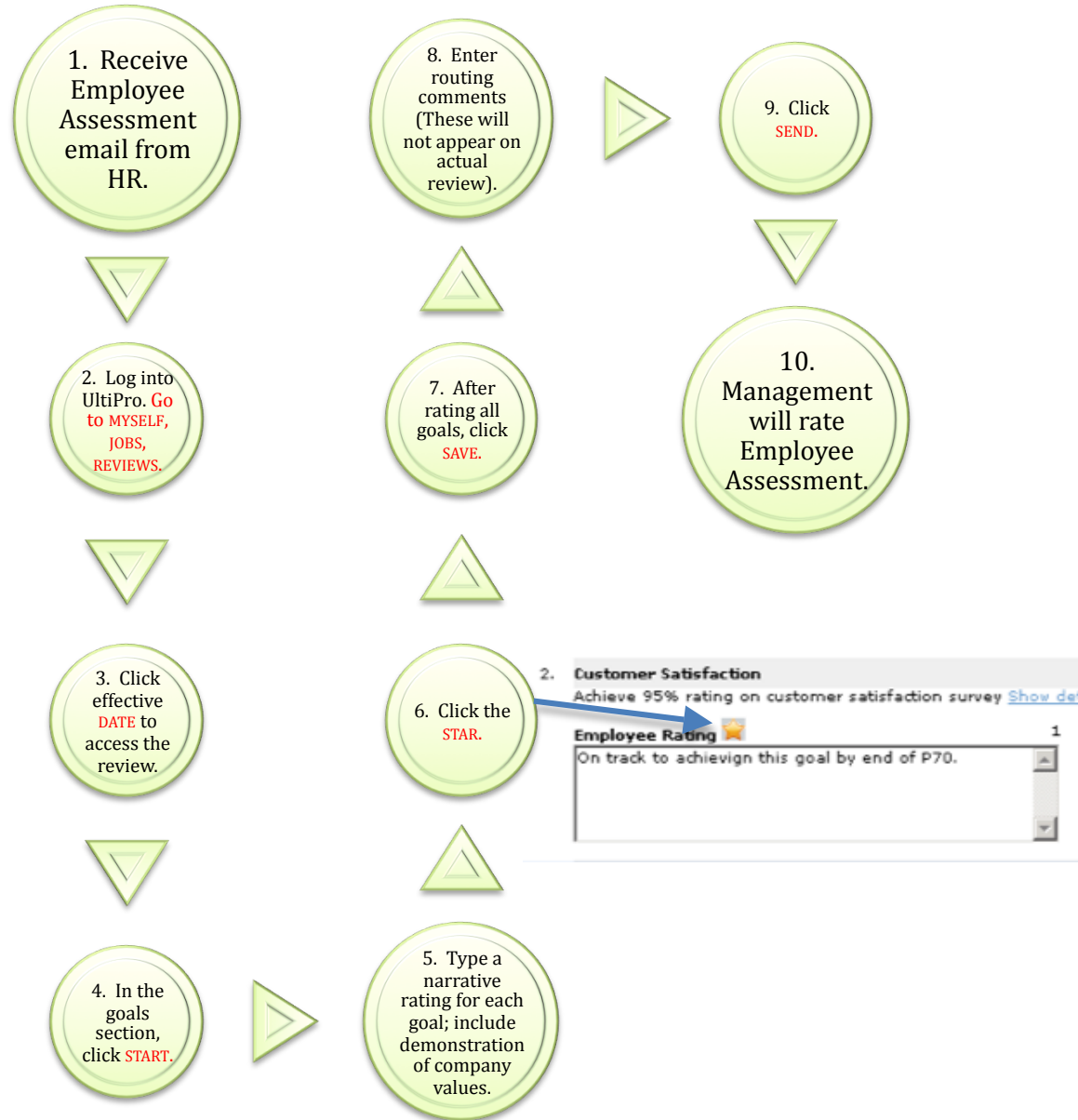
Part 1

1. Receive Employee Assessment email from HR.

2. Log into UltiPro. Go to MYSELF, JOBS, REVIEWS.

3. Click effective DATE to access the review.

4. In the goals section, click START.

5. Type a narrative rating for each goal; include demonstration of company values.

6. Click the STAR.

2. **Customer Satisfaction**
Achieve 95% rating on customer satisfaction survey Show det

Employee Rating   1
On track to achievign this goal by end of P70.

7. After rating all goals, click SAVE.

8. Enter routing comments (These will not appear on actual review).

9. Click SEND.

10. Management will rate Employee Assessment.

Part 2

1. Receive email of completed Employee Assessment.

2. Log into UltiPro. GO TO MYSELF, JOBS, REVIEWS.

3. Click on the effective DATE to access the review.

4. Review all sections of the assessment. You many enter comments.

5. Click SAVE AND COMPLETE. Click OK.