

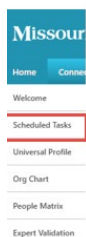
# Performance Review – Evaluation Process

## Employee Sign Off

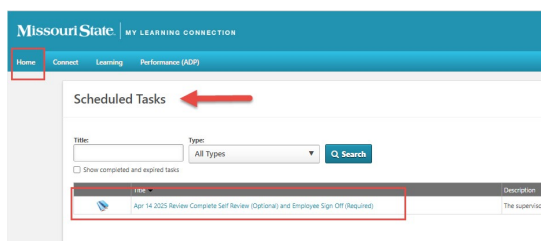
**Overview:** The employee will receive an email notification from [HRPerformance@Missouristate.edu](mailto:HRPerformance@Missouristate.edu) after the Manager signs and submits their review of the employee. The employee will have 7 days to sign, add comments, and submit their sign off. The email communication will also provide a due date for the employee.

*Note: If the employee did not complete a Self Review and the Manager submitted the completed review during the open period for the Self Review, an email will not be sent until after the Self Review period closes. Please see the Workflow Scenarios posted online with this guide for more details if needed.*

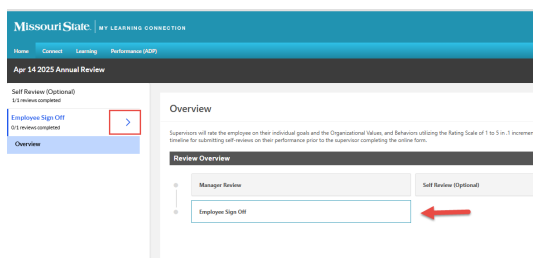
**Step 1:** Employee clicks on [link provided in notification email](#) or navigates to **Scheduled Tasks** found in My Learning Connection under the **Home** tab on the **Welcome** page.



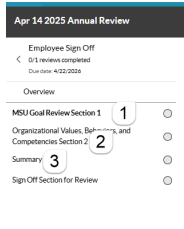
**Step 2:** Click on the **Complete Self Review and Employee Sign Off** link to access your completed review.



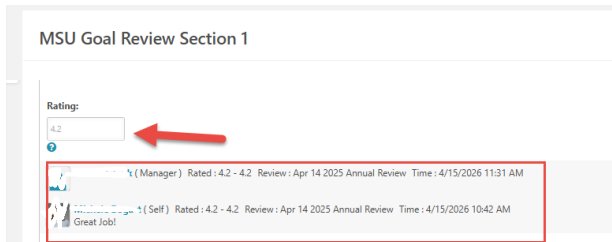
**Step 3:** Click on the **blue arrow** next to **Employee Sign Off** to access the document and sections.



**Step 4: Click on each of the 3 sections to review the ratings and comments submitted by your supervisor on your review.**



- **Section 1: MSU Goal Review Section**



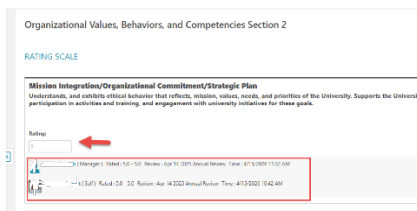
You can compare both yours and the supervisor's ratings if you did a Self Review. If you did not complete a Self-Review, then you will only see the supervisor's ratings and comments. The documented score for the individual goal will also display under Rating.

**Step 5. Review each goal in Section 1 before moving forward to Section 2.**

**Step 6: Click the Next button to move forward in the form or click Save for Later button if you plan to complete it at a later time.**



- **Section 2: Organizational Values, Behaviors, and Competencies**



**Step 7. Review each of the 4 items in Section 2 before moving forward to Section 3.**

**Step 8: Click the Next button to move forward in the form or click Save for Later button if you plan to complete it at a later time.**



- **Summary Section:**

**Step 9: Review the information on the Summary Page to ensure it is accurate. This page will display your scores along with your Overall Rating. The Self Review scores will display only if one was completed, otherwise it will be blank in that column.**

Summary		
Overall Rating Commendable		
	Manager Review (100%)	Self Review (Optional)
MSU Goal Review Section 1	4.1 / 5.0 4.1 (90%)	4.2 / 5.0 4.2 (90%)
Organizational Values, Behaviors, and Competencies Section 2	4.6 / 5.0 4.6 (90%)	4.6 / 5.0 4.6 (90%)
Overall	4.4 / 5.0 Commendable	4.4 / 5.0 Commendable

**Step 10: Click the Next button to move forward or click Save for Later button if you plan to complete it at a later time.**



- **Sign Off Section for Review**

Sign Off Section for Review

The completed Performance Review has been reviewed and discussed. An acknowledgment indicates a review of the completed evaluation has occurred, not necessarily agreement. If an employee is not in agreement with the review, they can refer to GT20-5 Employee Performance Evaluations, Section 5.4 Performance evaluation appeals in the Employee Handbook or reach out to HRPerformance@MissouriState.edu or call 620-4392.

Self  
   
 Decline to sign

Manager  
 Date: 4/15/2026

Comment

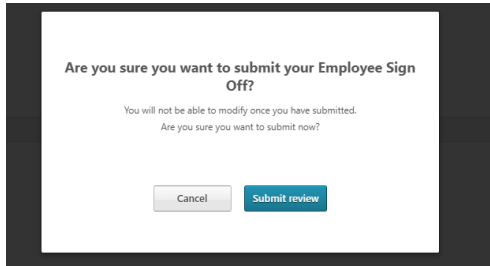
**Step 11: The employee provides their overall comments on this page and electronically signs the online review. Click the Sign button to document signature. The manager’s signature and time stamp also displays on this page.**

The electronic signature does not signify agreement but confirmation that you have received the review. The employee can elect the “decline to sign” option. This option is not part of the appeal process, which is a separate action covered in the Employee Handbook.

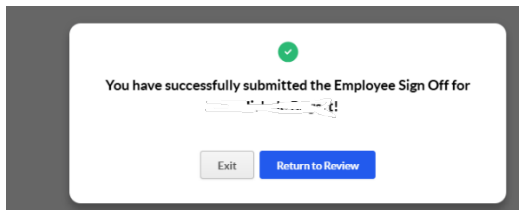
**Step 12:** Click the **Submit button** to move forward or click **Save for Later button** if you plan to complete it at a later time.



**Step 13:** If you click submit, you will receive a **confirmation message** for the requested action.

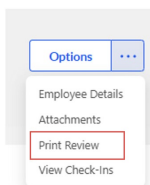


**Step 13a:** Click the **Submit review** button to submit the completed review.

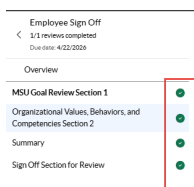


After submitting the review, you will see another confirmation message.

- **Step 13b:** Click **Return to Review** to access the **Options Menu** located at the top right-hand corner to save your completed review as a PDF file or print a hardcopy for your records.




The left navigation panel will display green for all completed sections for the individual review.



**Note: There are other options on this dashboard you can use while reviewing your document.**

- Access the **Rating Scale** by clicking on the **blue question mark** to open a separate window with the scale.

Rating: \*

  
  
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- **Rating scale is 1 – 5 in .1 increments:**
  1. **Unsatisfactory (1-1.9)** - Consistently below competent levels.
  2. **Development Needed (2-2.9)** - Some Performance is below competent
  3. **Competent (3-3.9)** - Consistently at expected levels
  4. **Commendable (4-4.9)** - Frequently exceeds competent levels
  5. **Exceptional 5 (5)** - Consistently exceeds competent levels