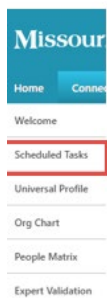


# Performance Review – Evaluation Process

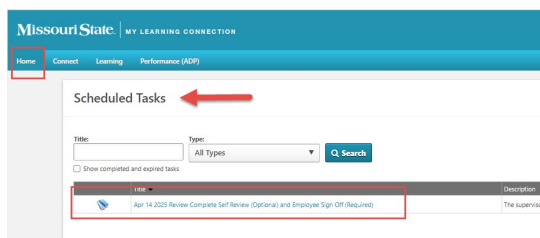
## Employee Optional Self Review

**Note: Before you start the Self-Review process, make sure all of your goals have been submitted and approved for the review.**

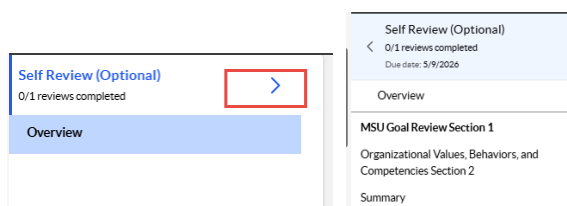
**Step 1: Employee clicks on link provided in notification email or navigates to [Scheduled Tasks](#) found in My Learning Connection under the [Home](#) tab on the [Welcome](#) page.**



**Step 2: Click on the [Complete Self Review](#) link to access your evaluation.**



**Step 3: Click on the [blue arrow](#) next to [Self Review \(Optional\)](#) to access the document and sections. Click on each section to open up the dashboard for that area of the self review.**




## Section 1: MSU Goal Review Section

**Step 4: Enter the Rating score for the individual goal and provide supporting comments.**

**Goal Three: Institution of Choice for Students and Employees**

Elevate the institution's reputation by delivering transformative educational and work experiences that inspire students sense of belonging and purpose.

Progress:  89%

Status: On Track

Start Date: 11/12/2025

Due Date: 6/30/2026

Perspective: 2025 - 2030 MSU Strategic Plan

Show Less

Rating:

Comments:

Great job on completing your programs this year!

**Note:** The rating scale is 1 to 5 in .1 increments. Click on the ? mark to open a separate window with the scale. Also, you can use the AI feature if you have a minimum of 50 characters to work with in the Comment section.

**Step 5. Complete Step 4 for each goal in Section 1 before moving forward to Section 2.**

Self Review (Optional)

< 0/1 reviews completed

Due date: 5/9/2026

Overview

MSU Goal Review Section 1

Organizational Values, Behaviors, and Competencies Section 2

Summary

Rating:

Rating Scale


**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.**

Save for Later 

Previous  Next

## Section 2: Organizational Values, Behaviors, and Competencies

**Step 7: Rate your performance for each of the four Organizational Values, Behaviors, and Competencies located in Section 2 using the same rating scale of 1-5 in .1 increments. Add comments at the end of the section.**

Organizational Values, Behaviors, and Competencies Section 2 

RATING SCALE

**Mission Integration/Organizational Commitment/Strategic Plan**  
Understands, and exhibits ethical behavior that reflects, mission, values, needs, and priorities of the University. Supports th

Rating:

**Interpersonal and Team Performance**  
Treats others with courtesy, dignity, and respect, while recognizing and appreciating differences in others. Listens well and

Rating:

**Dependability**  
Displays a strong work ethic, takes initiative, and timely performs job duties with proficiency. Keeps appropriate individual


Rating:

**Personal Effectiveness/Achievement/Motivation**  
Works toward doing the best job possible. Consistently works to achieve a higher standard of excellence to improve profes solutions. Is willing to offer one's opinion about the work process. Professionally represents the university in all interaction

**Step 8: Click the Next button to view summary.**

## Summary Section:

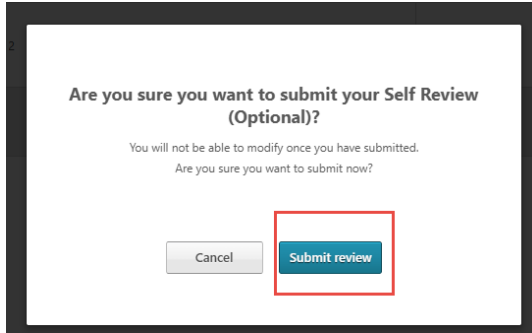
**Step 9: Review the information on the Summary Page to ensure it is accurate.**

Summary		
	Manager Review	Self Review (Optional)
MSU Goal Review Section 1	-	4.2 / 5.0 4.2 (50%)
Organizational Values, Behaviors, and Competencies Section 2	-	4.9 / 5.0 4.9 (50%)
Overall 	-	4.6 / 5.0 Commendable

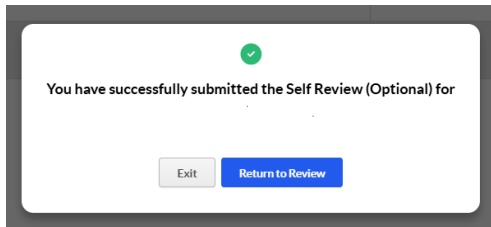
**Step 10: Click the Submit button to move forward or click Save for Later button if you plan to complete it at a later time.**

**Step 11: If you click submit, you will receive a [confirmation message](#) for the requested action.**

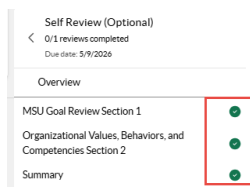


**Step 11a: Click the [Submit review](#) button to submit the Self Review.**



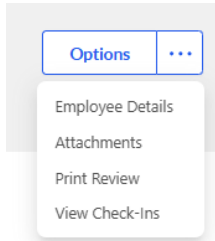
**After submitting the review, you will see another confirmation message.**

**Step 12: 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 completing the review.**

- **Options Menu** located at the top right-hand corner:



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

Rating: \*

  
  
Cor 

- **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