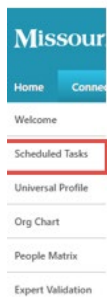


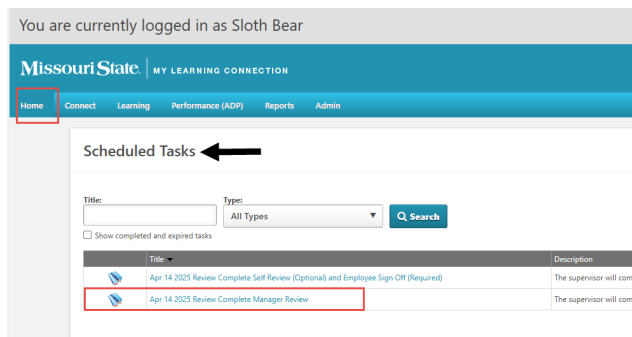
Performance Review – Evaluation Process Manager

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

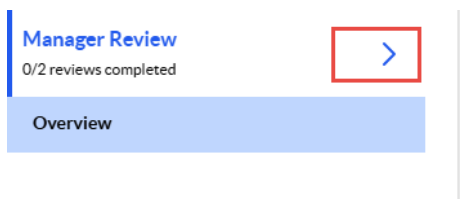
Step 1: Manager clicks on link provided in notification email or navigates to [Scheduled Tasks](#) found in My Learning Connection under the Home tab on the Welcome page.



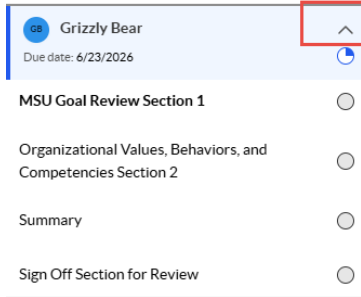
Step 2: Click on the [Complete Manager Review](#) link to access your Team’s evaluations.



Step 3: Click on the [blue arrow](#) next to Manager Review to access the individual documents.

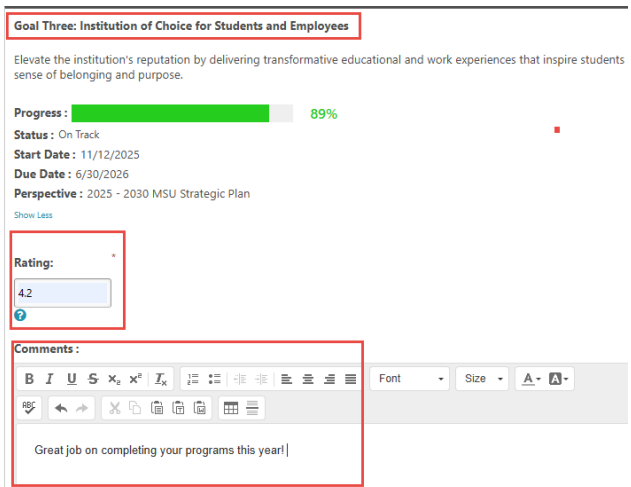


Step 4: Click on the arrow to expand the sections of the document and to start the evaluation process. If you have your employees complete the Optional Self Review, you will see their ratings and comments at the end of each item in the sections.



Section 1: MSU Goal Review Section

Step 5: Enter the Rating score for the individual goal and provide supporting comments.



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

Grizzly Bear
Due date: 6/23/2026

MSU Goal Review Section 1

Organizational Values, Behaviors, and Competencies Section 2

Summary

Sign Off Section for Review

Step 7: 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 8: Rate the employee's 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: 5

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

Rating: 4

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

Rating: 4.5

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

Step 9: 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

Summary Section:

Step 10: Review the information on the Summary Page to ensure it is accurate. If the employee completes the Optional Self Review, you will see their ratings in addition to your ratings for the evaluation.

	Self Review (Optional)	Manager Review (100%)
MSU Goal Review Section 1	-	4.6 / 5.0 4.6 (92%)
Organizational Values, Behaviors, and Competencies Section 2	-	4.6 / 5.0 4.6 (92%)
Overall	-	4.6 / 5.0 Commendable

Step 11: 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

Sign Off Section for Review

Step 12: The supervisor provides their overall comments on this page and electronically signs the online review. Click the Sign button to document signature. The Self signature will show pending until the employee signs it at the end of the process.

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 with the ratings and comments within it. If an employee is not in agreement with the review, they can refer to OHSU's Employee Performance Evaluations, Section 3.4 Performance evaluation appeals in the Employee Handbook for Administrative, Professional and Support Staff Employees for guidance. For assistance or questions, employees can reach out to HRPerformance@ohsu.edu or call 503-495-4502.

Self
Pending Signature

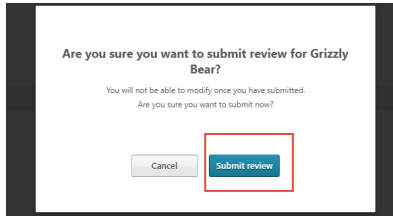
Manager
Beth Wood Date: 4/14/2025

Skelly Bear | Manager | Review: Apr 14 2025 Annual Review Time: 4:14:02PM 4:15 PM
Click on field to enable your monitoring page grid.

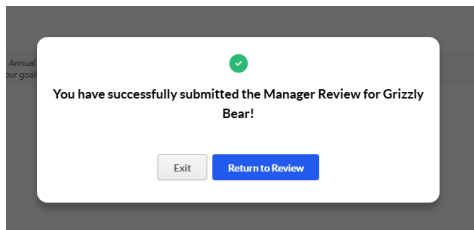
Step 13: Click the [Submit button](#) to move forward in the form or click [Save for Later button](#) if you plan to complete it at a later time.



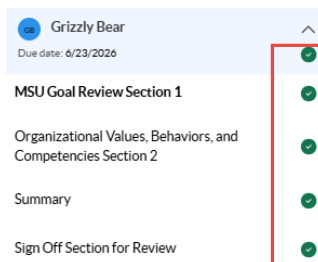
Step 13a: If you click submit, you will receive a [confirmation message](#) for the requested action, click the [Submit review button](#) to submit the review.



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

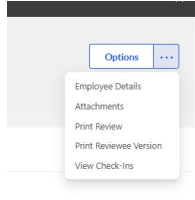


Step 14: The left navigation pane will display green for all completed sections for the individual review.

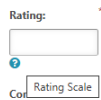


Note: There are other options on this dashboard you can use while completing the review.

- **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 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