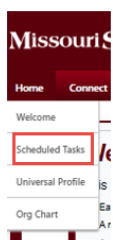


# Performance Review – Planning Process Employee Sign Off

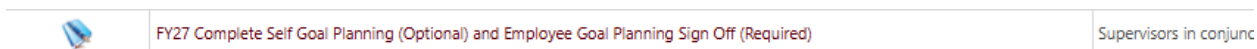
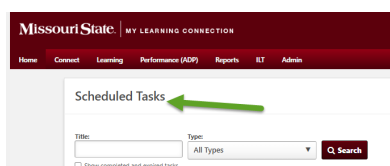
**Overview:** The employee will receive an email notification from [HRPerformance@Missouristate.edu](mailto:HRPerformance@Missouristate.edu) after the Manager signs and submits the planning document for the employee. The employee will have 7 days to sign, add comments, and submit their sign off. The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

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

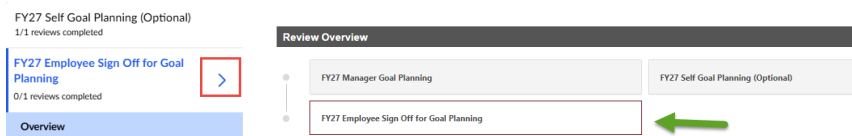
**Step 1:** Employee clicks on [link provided in notification email](#) or navigates to **Scheduled Tasks** found in My Learning Connection under the **Home** tab on the **Welcome** page.



**Step 2:** Click on the [Complete Self Review and Employee Sign Off](#) link to access your completed plan.



**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 two (2) sections to review your goals and competencies submitted by your supervisor for review.**



**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.**

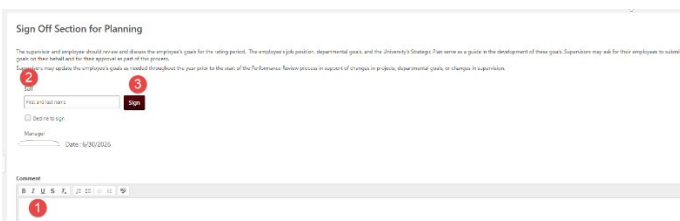


**Step 7. Review each of the four (4) items in Organizational Values, Behaviors, and Competencies Section 2 before moving forward to Sign Off Section for Planning**

**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.**



**Step 9: Sign Off Section for Planning. Enter any additional information in the Comment Section, type your First and Last name into the field and click the Sign button to complete the employee step for the process.**

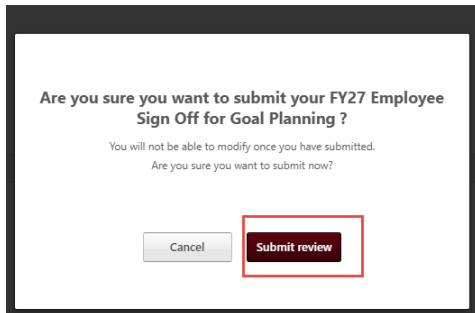


**The electronic signature does not signify agreement but confirmation that you have received the plan and associated goals from your supervisor.**

**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. Click the **Submit review** button to submit the completed plan.



**Step 11a.** A second confirmation message will display, select **Exit** to leave the process.

