

Performance Reviews and Check-ins

Mobile Instructions for Employees

You are able to complete your self-evaluation on a mobile device by using your UKG App. This can also be accomplished using your PC. You will recognize the competencies as part of the sections of their job description.

1. LOGIN

2. Click on the **BELL**
3. Click on **To Do's**
4. Click on the **REVIEW** button on the bottom.
5. Select **INSTRUCTIONS** and read them.
6. Use the down arrow to select **Review/Check-in**. You can switch between Instructions, Review/Check-in or Summary.
7. If you are completing a self-eval for a **REVIEW**: you are required to **RATE EACH COMPETENCY** *and* enter comments in **EACH COMMENT BOX**.
HINT: When entering COMMENTS, **TAP** in the left corner of the box **DIRECTLY** under the scissors icon to start typing.
If you are completing a self-eval for a **CHECK-IN**: you are required to enter comments in **EACH COMMENT BOX**.
8. After completing your comments, you can add up to three (3) **Personal Goals**. This is not required.
9. TO ADD Personal Goal: Click ADD GOAL and Select **Add New**. You have an option to write a description in the box.
10. After adding a Personal Goal, you **must** enter a **COMMENT**.
11. You can click **SAVE** at the bottom to work on your self-eval at a later time. Keep in mind the due date. **You must finish by this deadline**.
12. When you have completed your self-eval, Scroll to the bottom and Click on the three dots **•••** on the bottom right corner.
13. Click **SUBMIT**
14. Your Director will receive a notification that you submitted your self-evaluation and will reach out to you to schedule a discussion.
15. After the discussion, your Director will sign the Review or Check-in. You will receive a notification to **SIGN** your Review or Check-in.
16. SIGNATURE: Click on **To Do** and Click on the **SIGN** button on the bottom right.