

Performance Documents (Quarterly Growth Conversations)

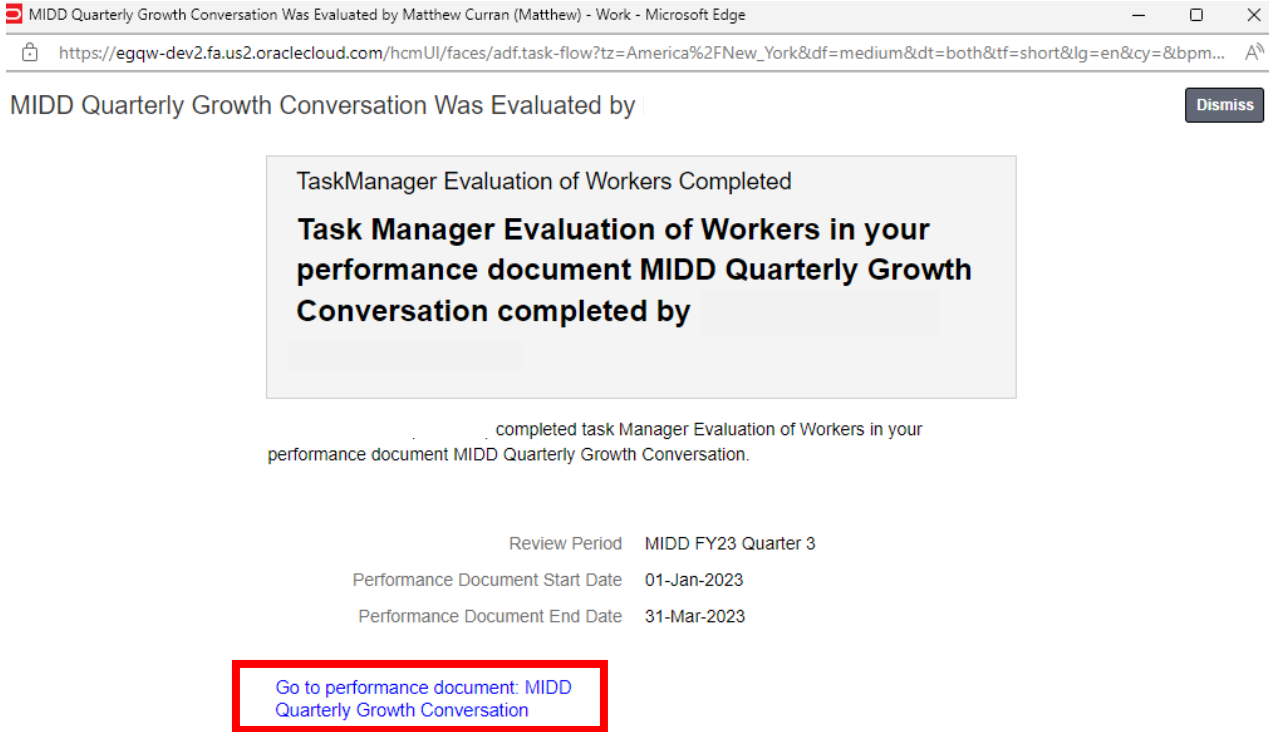
This guide walks employees through how to review and add comments to performance documents.

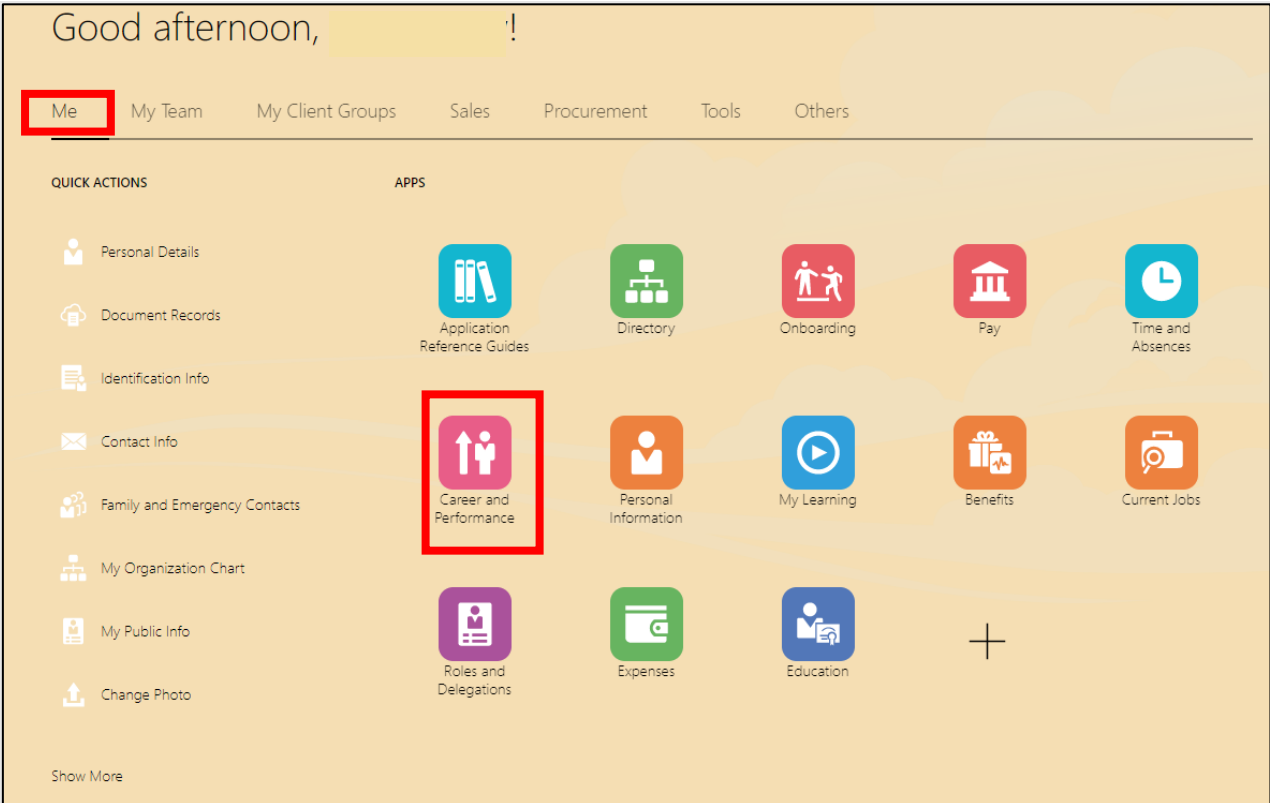
Additional Resources:

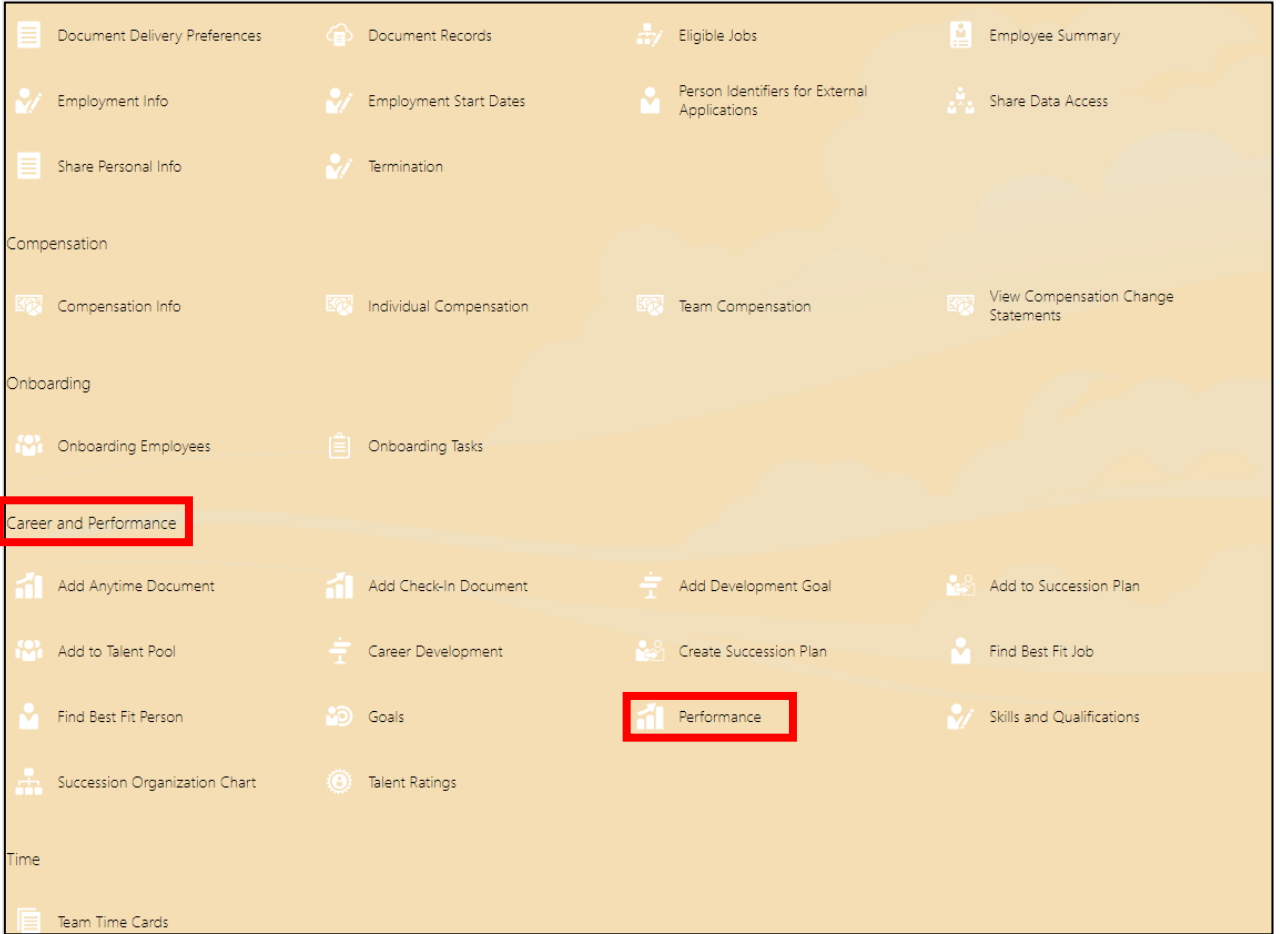
- [GMHEC Knowledgebase](#)

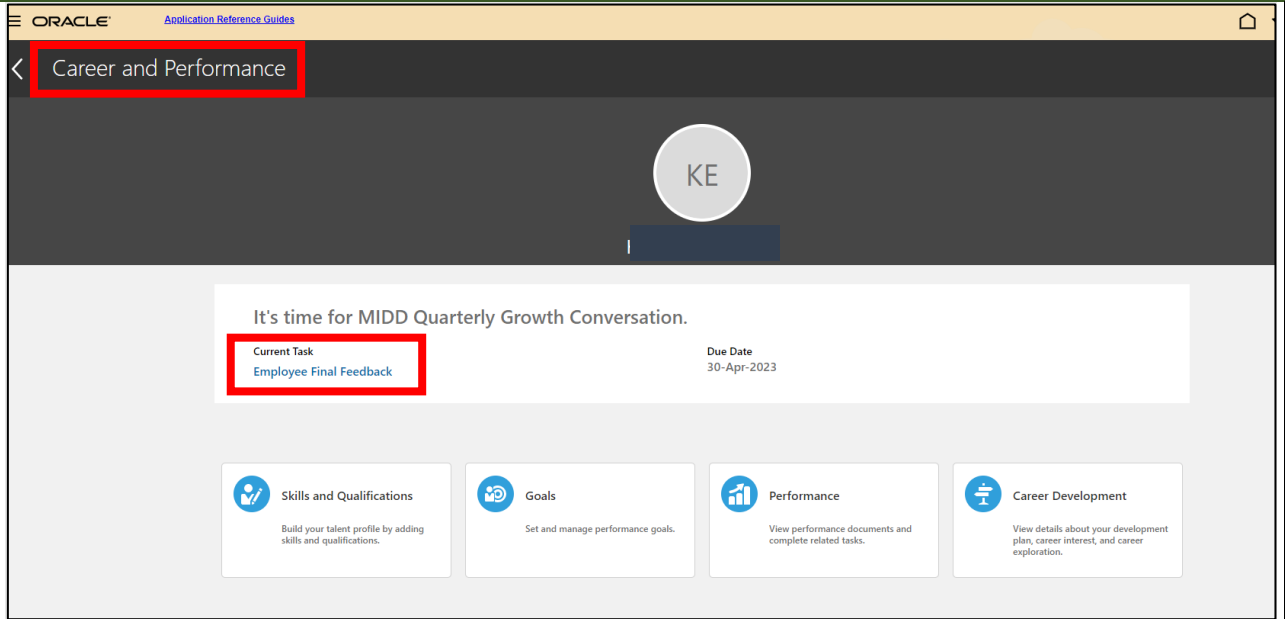
Audience: Employees

You will receive a notificatin when your supervisor initiates a quarterly growth conversation. Use these instructions to review and add your comments. Note: employee comments are optional, not required.

Process Step & Description	Action
<p>1.0 Navigation Path</p>	<p>Getting Started</p> <p>You will receive a notification when your supervisor submits a feedback form. You can navigate to the feedback from the notification bell.</p> 

<p>1.1 Navigation Path</p>	<p>Getting Started</p> <p>Navigation Path Me > Career and Performance From the Home screen:</p> <p>Click “Career and Performance” icon</p> 
<p>1.2 Navigation Path</p>	<p>Careers and Performance</p> <p>From the Show More options menu:</p> <p>Scroll to the “Careers and Performance” section</p> <p>Click the Performance Icon</p>

	 <p>The screenshot shows a grid of HR management options. The 'Career and Performance' section is highlighted with a red box. Within this section, the 'Performance' option is also highlighted with a red box.</p>
<p>2.0 Opening Performance Document</p>	<p>Opening Performance Document</p> <p>From the Career and Performance module</p> <p>Click the hyperlink to navigate to the “Current Task” assignment “Employee Final Feedback” to open the performance document</p>

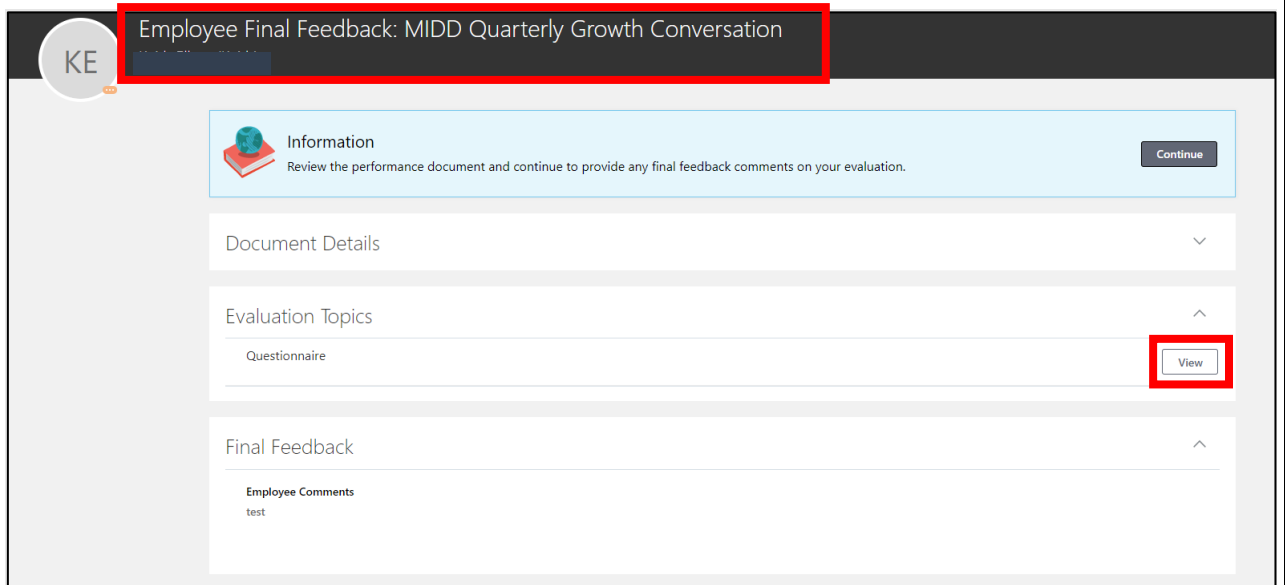


Reviewing Supervisor Submitted Performance Document

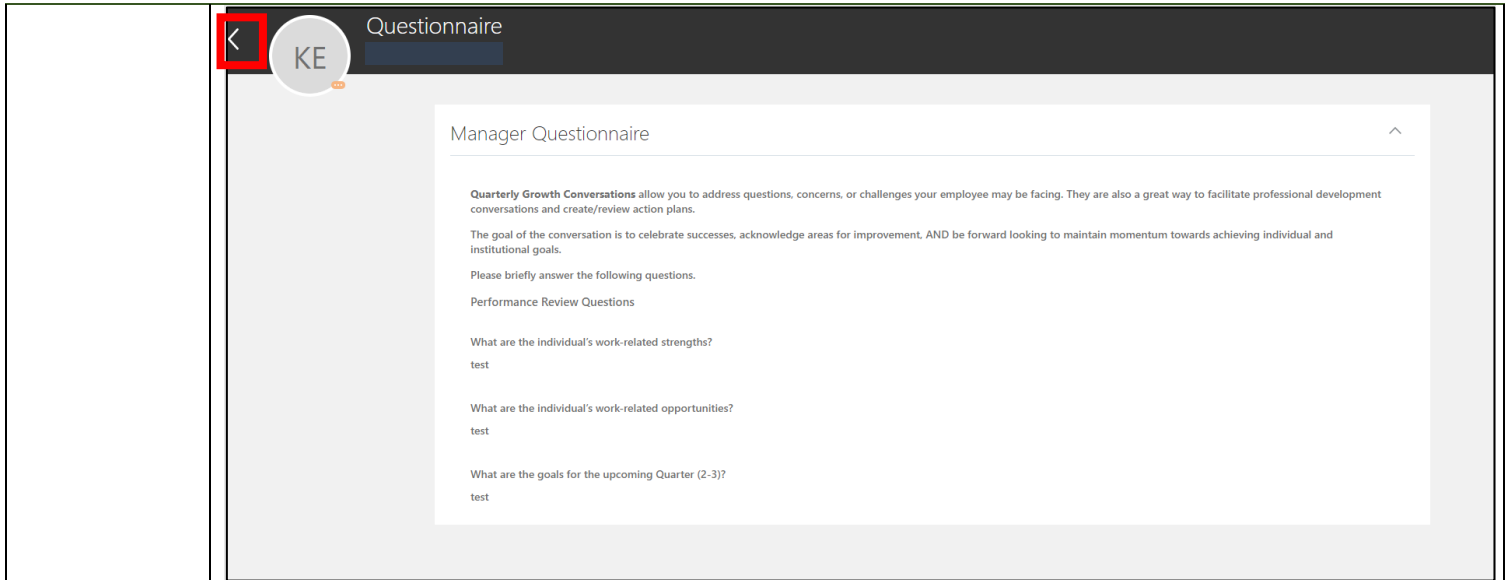
From the “Employee Final Feedback” menu:

In the Evaluations Topic section, click “View” to the right of the “Questionnaire”

2.1 Reviewing Supervisor Submitted Performance Document



To close the document, click the back arrow at the top left of the document



Questionnaire

KE

Manager Questionnaire

Quarterly Growth Conversations allow you to address questions, concerns, or challenges your employee may be facing. They are also a great way to facilitate professional development conversations and create/review action plans.

The goal of the conversation is to celebrate successes, acknowledge areas for improvement, AND be forward looking to maintain momentum towards achieving individual and institutional goals.

Please briefly answer the following questions.

Performance Review Questions

What are the individual's work-related strengths?
test

What are the individual's work-related opportunities?
test

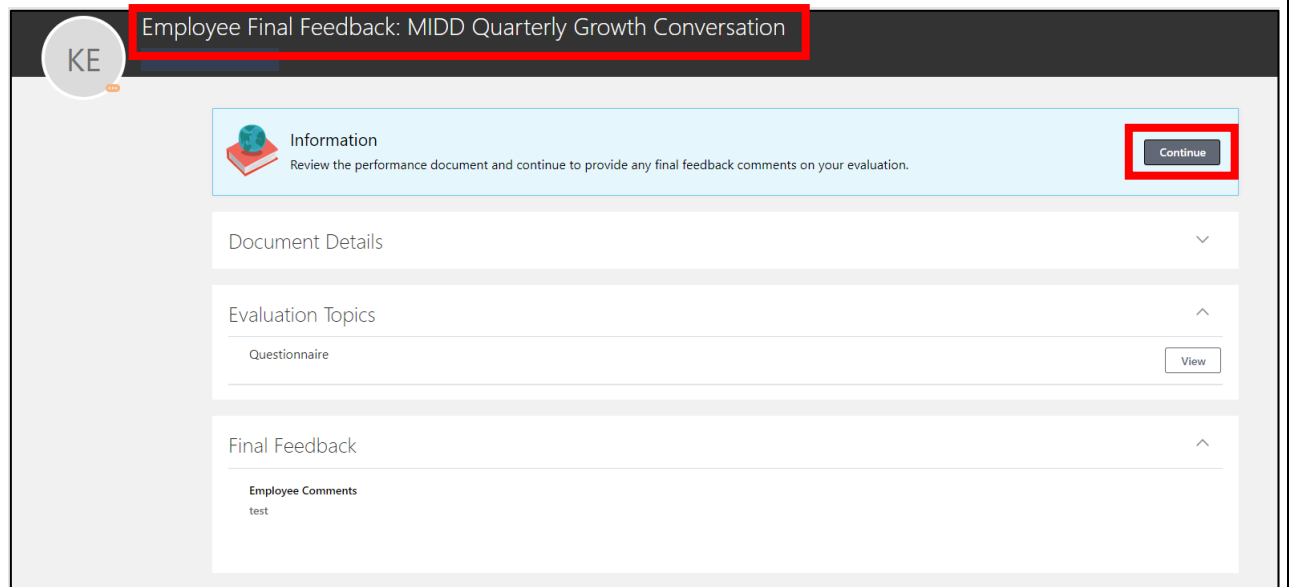
What are the goals for the upcoming Quarter (2-3)?
test

Open Performance Document Comment Section

From the "Employee Final Feedback" menu:

Click "Continue" to the right of "Review the performance document and continue to provide final feedback comment on your evaluation" prompt

3.0 Open Performance Document Comment Section



Employee Final Feedback: MIDD Quarterly Growth Conversation

KE

Information
Review the performance document and continue to provide any final feedback comments on your evaluation.

Continue

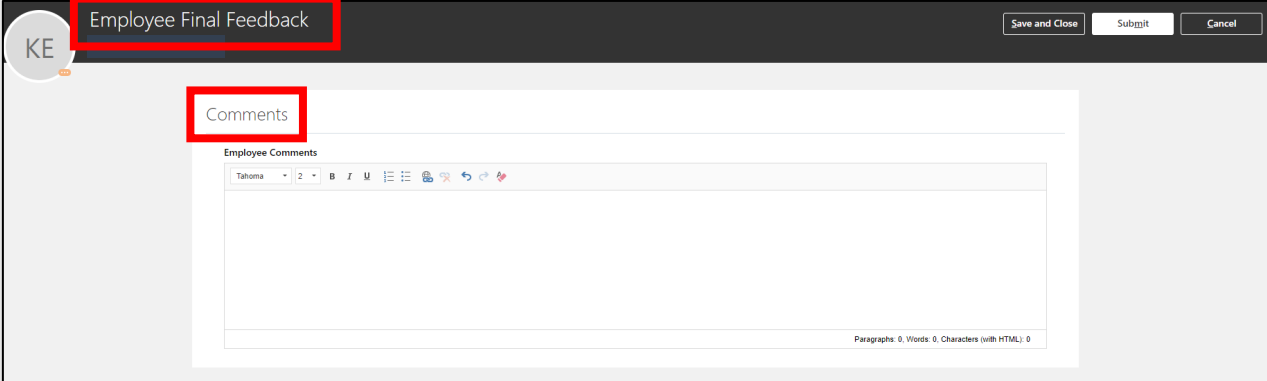
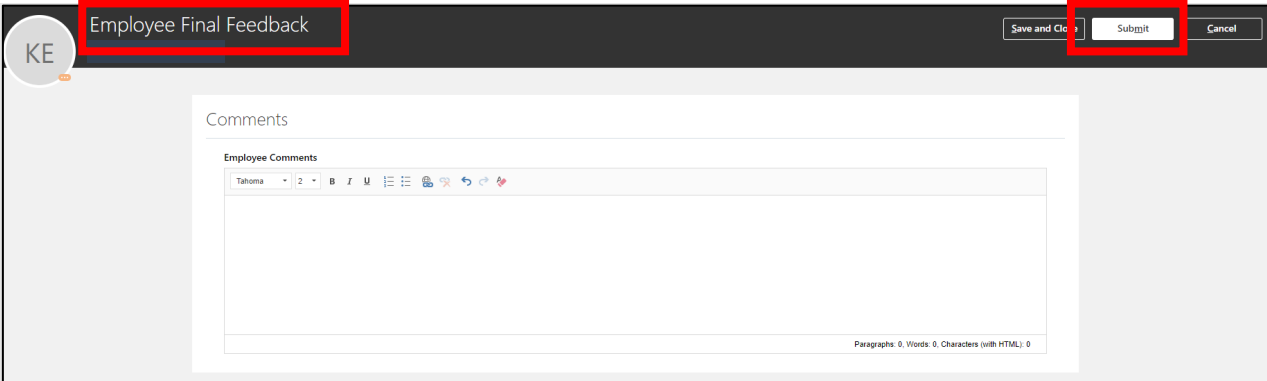
Document Details

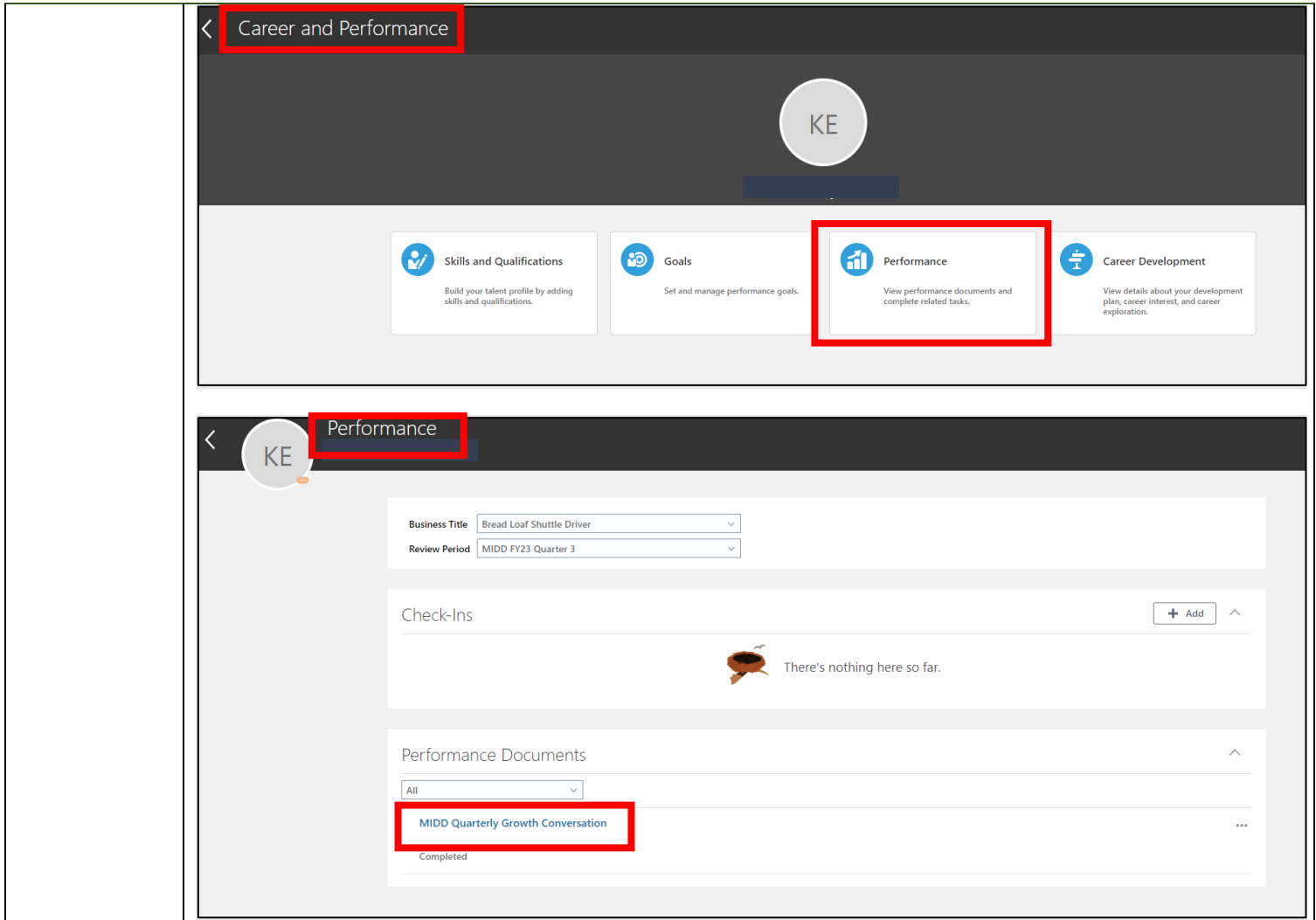
Evaluation Topics

Questionnaire View

Final Feedback

Employee Comments
test

<p>3.1 Entering Performance Document Comment</p>	<p>Enter Performance Document Comment</p> <p>From the “Employee Final Feedback” menu:</p> <p>Click into the “Comments” text box and enter comments</p> 
<p>3.2 Submitting Performance Document Comment</p>	<p>Submitting Performance Document Comment</p> <p>From the “Employee Final Feedback” menu:</p> <p>Click “Submit” on the top right</p> 
<p>4.0 View Completed Performance Document</p>	<p>View Completed Performance Document</p> <p>From the Career and Performance” module:</p> <p>Click “Performance”</p> <p>In the “Performance Documents” section, click the name of the performance document (“MIDD Quarterly Growth Conversation”) to view</p>



The screenshot displays the 'Career and Performance' application interface. The top navigation bar shows a back arrow and the text 'Career and Performance'. Below this is a profile card with a circular icon containing the letters 'KE'. A horizontal menu contains four options: 'Skills and Qualifications', 'Goals', 'Performance', and 'Career Development'. The 'Performance' option is highlighted with a red box. Below the menu, the 'Performance' page is shown, featuring a 'Business Title' dropdown set to 'Bread Loaf Shuttle Driver' and a 'Review Period' dropdown set to 'MIDD FY23 Quarter 3'. There are two main sections: 'Check-Ins' and 'Performance Documents'. The 'Check-Ins' section is empty, showing a message 'There's nothing here so far.' with a small icon. The 'Performance Documents' section has a dropdown menu set to 'All' and contains one document entry: 'MIDD Quarterly Growth Conversation', which is highlighted with a red box. Below this entry, the status 'Completed' is visible.