

# Employee Off-Cycle Review

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## Log In

Please log in at <https://nebraska.csod.com/>. If you need assistance logging in, please review the **Login and Navigation Guide** located on the [User Guides](#) page, which you can access from the [LINK](#) website.

## Description

This document will help you complete the Employee Off-Cycle Review in the Employee Development Center (EDC).

You will receive an email when your off-cycle review launches stating that the review has been assigned to you.

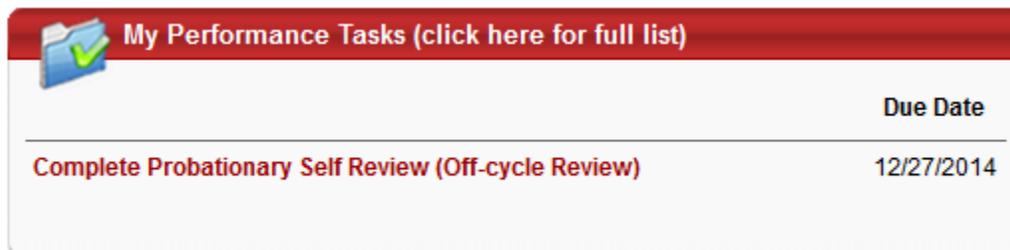
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>Employee Self-Review</b>	<b>Manager Review</b>	<b>Indirect Manager Sign-off</b>	<b>Manager Presentation</b>	<b>Employee Sign-off</b>	<b>Manager Sign-off</b>
5 days to complete	7 days to complete	7 days to complete	5 days to complete	3 days to complete	2 days to complete

# Begin the Employee Self Review

## Steps

- Employee Self Review Step.
- Manager Review Step.
- Indirect Manager Review & Sign-Off Step.
- Manager Presentation Verification Step.
- Employee Sign-Off Step.
- Manager Sign-Off Step.

1. In the My Performance Tasks widget, select **Complete Probationary Self Review**.



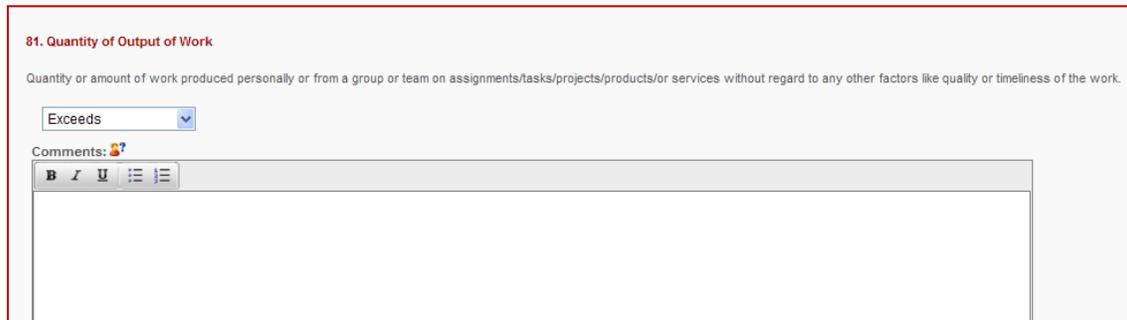
My Performance Tasks (click here for full list)	
	Due Date
<b>Complete Probationary Self Review (Off-cycle Review)</b>	12/27/2014

2. On the left side of the page underneath the sections overview, you have the following actions available:

- **Attachments** – Up to three attachments may be uploaded to each performance review across all steps of the process.
- **Complete Offline** – Export your review to an Excel spreadsheet to complete.
- **Upload Performance Review** – Upload your performance information from an Excel spreadsheet to your review in the EDC.
- **Print Performance Review** – Download your performance review to a PDF document; you can then print, save, or email the review.

3. Select **Continue** at the bottom of the **Overview** screen.

4. The first section is the **Universal Performance Dimensions** (i.e. competencies). This is the method that the State will use to measure the way we do our jobs. Competencies are not to be confused with Essential Job Duties, which are the specific tasks assigned to us on a daily basis. The Universal Performance Dimensions assessment is worth 45% of the overall Annual Performance Review score. You will rate yourself on the 10 dimensions below:



The screenshot shows a form titled "81. Quantity of Output of Work". Below the title is a description: "Quantity or amount of work produced personally or from a group or team on assignments/tasks/projects/products/or services without regard to any other factors like quality or timeliness of the work." There is a dropdown menu currently set to "Exceeds". Below that is a "Comments:" section with a text area and a rich text editor toolbar containing icons for bold, italic, underline, list, and link.

- 1) Quantity of Output of Work
- 2) Timeliness of Delivery of Output
- 3) Quality of Work Output
- 4) Use of Resources
- 5) Customer Impact/Value Added
- 6) Freedom from Unplanned Support
- 7) Team/Unit Contribution
- 8) Productive Work Habits
- 9) Adding Skills and Capabilities
- 10) Alignment and Compliance: Walking the Talk

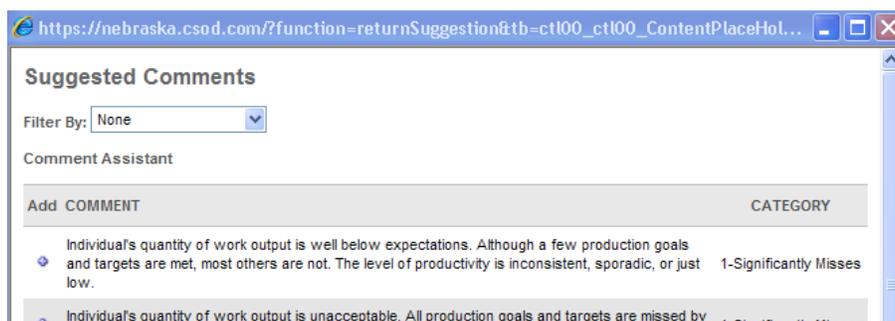
## Rating Scale for the Universal Performance Dimensions

- **Too New to Rate** – Not enough time has passed to properly rate this employee or the employee has not been in the position long enough to rate performance. Selecting this item removes the question from the scoring.
- **(1) Significantly Misses** – There is a serious, pressing need to improve in this performance dimension area. The person doesn't understand the expectations, doesn't accept the need, or doesn't know what to do about it. It remains an issue; his/her career could be stalled or stopped. Almost everyone who knows him/her would agree with this rating.
- **(2) Somewhat Misses** – Almost everyone has a few of these, i.e. not always up to standard on everything. The results have fallen short, and opportunities have been missed. The person is working on improving this dimension. With normal development, this could be raised to at least "Meets." Most who know this person would agree with this rating.

- **(3) Meets** – The person does what is expected on this dimension; about like most others. If everyone performed this well on key performance dimensions, the organization would be competent and successful. Different raters might disagree on this rating; some seeing it one slot higher, others one slot lower.
- **(4) Exceeds** – The person has notable strength in this area; better than most. The person could be a coach in this area. Might select this person for a team just for this special talent. A clear majority of people who know him/her would agree with this Exceeds rating.
- **(5) Greatly Exceeds** – Even the best people may have only a few “Greatly Exceeds” performance dimension ratings and some very good people have none. The person is outstanding in this area, a model, one of the best you’ve ever seen – people might seek out this person for guidance in this performance area. A rare skill; a gift, anyone who knows this person well would rate him/her as “Greatly Exceeds” on this dimension.

5. On each Universal Performance Dimension, select the rating from the drop down box.

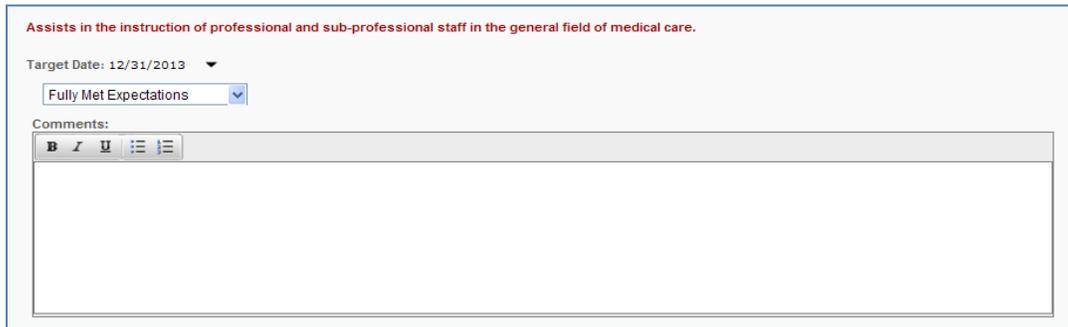
- You can add comments for each rating. We suggest that you enter comments if your rating is below or above average. You can format your comments with bold, italic, underline, bullets, and numbering.
- If you need verbiage for your comments, use the **Comments Assistant** (👤?). A pop up box will display; select the comment that matches the rating and select **Add** (➕).



6. After rating yourself on each Universal Performance Dimension, either select **Previous** (to return to the previous screen without saving your work), **Save and Exit** (to exit review but save your work), or **Save and Continue** (to continue the review and save your work).

- **NOTE: Use the Spell Check function for all of the comments you entered. There is also a built-in Legal Checker which will flag any inappropriate or discriminatory language in the Comments sections.**

7. When you select **Save and Continue**, you are directed to the **Essential Job Duty Review** section. Essential Job Duties comprise the actual work we do every day. Essential Job Duties are worth 45% of your overall score.

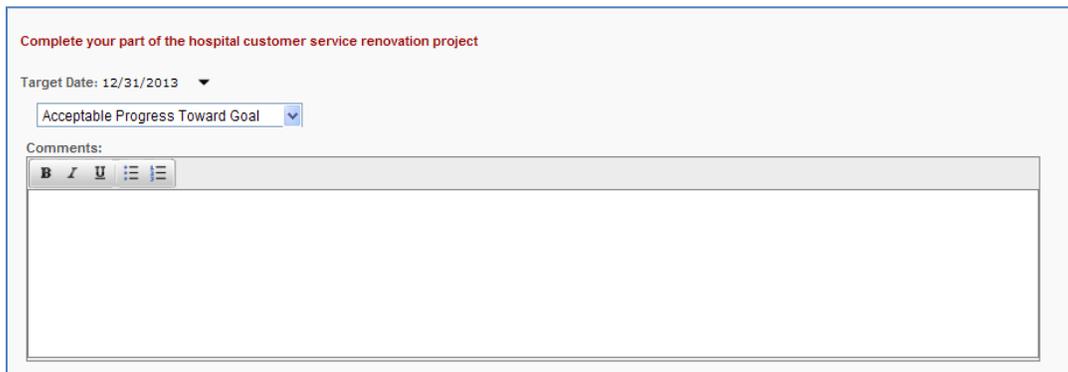


- **NOTE: If there are no Essential Job Duties listed in this section, please contact your manager or your Agency HR representative. You can select the title of the Job Duty to view additional information and the description for the job duty.**

## Rating Scale for the Essential Job Duties

- **Too New to Rate** – Not enough time has passed to properly rate this employee or the employee has not been in the position long enough to rate performance. Selecting this item removes the question from the scoring.
  - **Failed to Meet Expectations** – This person was not willing or able to meet the minimum expectations of this job duty.
  - **Partially Met Expectations** – This person partially fulfilled the expectations for this job duty but improvement is needed.
  - **Fully Met Expectations** – This person was able to fulfill the expectations necessary to be successful with this job duty.
  - **Exceeded Expectations** – This person went above and beyond the expectations of this job duty.
8. Rate yourself on each Essential Job Duty. You can add comments about each job duty; we suggest that you enter comments if your rating is below or above average.
9. After rating yourself on each Essential Job Duty, either select **Previous** (to return to the previous screen without saving your work), **Save and Exit** (to exit review but save your work), or **Save and Continue** (to continue the review and save your work).

10. When you select **Save and Continue**, you are directed to the **Performance Goals** section. Performance Goals, if used by your agency, are an observable and measurable end result with one or more objectives to be achieved within a specific timeframe. If applicable, Performance Goals are worth 10% of your overall score.



Complete your part of the hospital customer service renovation project

Target Date: 12/31/2013 ▼

Acceptable Progress Toward Goal ▼

Comments:

**B** *I* U [List Icon] [List Icon]

- **NOTE: If no Performance Goals are listed in this section and your agency utilizes them, please contact your manager or your Agency HR representative. Select the title of the Performance Goal to view any additional information or description of the goal.**

## Rating Scale for the Performance Goals

- **Too New to Rate** – Not enough time has passed to properly rate this employee or the employee has not been in the position long enough to rate performance. Selecting this item removes the question from the scoring.
  - **Unacceptable Progress Toward Goal** – This person did not make acceptable progress toward achievement of the goal.
  - **Acceptable Progress Toward Goal** – Although not achieved, this person made acceptable progress toward the goal.
  - **Met Goal** – This person achieved the goal.
11. Rate yourself on each Performance Goal. You can add comments to each goal. We suggest that you enter comments if your rating is below or above average.
12. After rating yourself on each Performance Goal, either select **Previous** (to return to the previous screen without saving your work), **Save and Exit** (to exit review but save your work), **Save and Continue** (to continue the review and save your work), or **Submit** (to submit review to manager).

13. When you select **Save and Continue** you are directed to the **Summary** screen. The scores will only be counted when your manager completes their ratings, so they will not display on this screen.

Summary	
Sections	Manager Annual Performance Review Step
Universal Performance Dimensions	-
Essential Job Duty Review (2013)	-
Performance Goals (2013)	-
Overall	

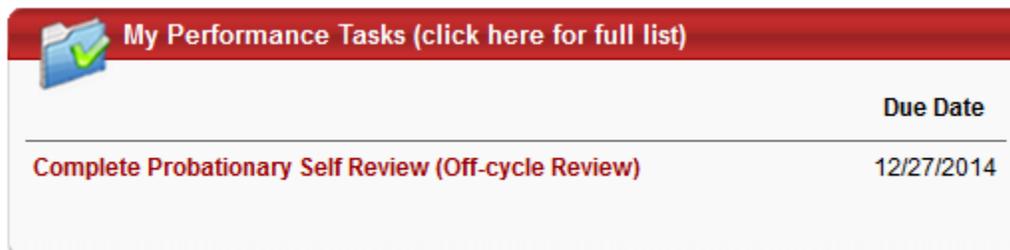
14. Select the **Submit** button to complete the self-review.

## Employee Sign-Off Step

After your manager has completed his/her review and verification steps and your indirect manager has reviewed and signed your performance review, you will receive an email notifying you to go into the EDC and sign-off your performance review.

### Steps

- Employee Self Review Step.
  - Manager Review Step.
  - Indirect Manager Review & Sign-Off Step.
  - Manager Presentation Verification Step.
  - Employee Sign-Off Step.
  - Manager Sign-Off Step.
1. Select the link that says Complete Probationary Self Review in the My Performance Tasks widget.



My Performance Tasks (click here for full list)	
	Due Date
<a href="#">Complete Probationary Self Review (Off-cycle Review)</a>	12/27/2014

2. Select **General Performance Review Sign-Off** under the **sections** box on the left side of your screen.



Sections
Overview
Universal Performance...
Essential Job Duty Re...
Performance Goals (20...
Summary
<input checked="" type="radio"/> General Performance R...

3. Review your manager's ratings on your Universal Performance Dimensions, Essential Job Duties, and Performance Goals by selecting the appropriate title in the column.
4. Select the check box to the left of the text that reads, "I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding."

## 5. Select **Sign**.

The screenshot shows a web-based sign-off form. At the top, there is a checkbox with the text: "I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding." To the right of this text is a "Sign" button. Below this are three rows of input fields: "Employee Name" (empty), "Manager Name" (empty), and "Indirect Manager Name" (containing "Bob Kelso"). To the right of the "Indirect Manager Name" field is a "Date:" label and a field containing "1/18/2013". Below these fields is a large text area with a rich text editor toolbar (containing icons for Bold, Italic, Underline, Bulleted List, and Numbered List). At the bottom of the form, there is a comment box containing the text: "Bob Kelso: Great Job John!".

6. At the bottom of the screen, you can enter any comments, which your manager and indirect manager will be able to review.
  - **NOTE: You will be able to view any comments made by your Indirect Manager on this screen.**
7. Select **Submit** finish the sign-off step and send it to your manager for their sign-off.

## [LINK Help Desk Contact Information](#)

If you have questions regarding the performance review process or need your logon info, please contact the LINK help desk. The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

Email: [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov)

Phone: 402.471.6234