

Annual Review

TABLE OF CONTENTS

Purpose	1
Log into the Employee Development Center (EDC).....	1
Completing the Annual Review.....	1
Teammate Self-Review	1
People Leader Review.....	2
Indirect People Leader Review	3
People Leader Presentation and Sign-off	3
Teammate Sign-off	4
LINK HELP DESK CONTACT	5

PURPOSE

Each step belongs to either the employee, reviewer, or indirect manager, and allows a set number of days for each step to be completed. If a review step expires, it can be reopened by contacting the LINK help desk (the help desk contact information can be found at the end of this guide).

LOG INTO THE EMPLOYEE DEVELOPMENT CENTER (EDC)

1. The Employee Development Center can be accessed from this page, <http://link.nebraska.gov/>.
2. Type your Username, press tab and then type your password.
3. Click Sign In (or press Enter).

COMPLETING THE ANNUAL REVIEW

There are two different templates for the annual review, one for teammates who are people leaders and one for teammates who are not. Both versions of the evaluation now consist of five steps

Step 1 <i>(Assigned to Teammate)</i> Teammate Self-Review	Step 2 <i>(Assigned to People Leader)</i> People Leader Review	Step 3 <i>(Assigned to Ind. People Leader)</i> Indirect People Leader Review	Step 4 <i>(Assigned to People Leader)</i> People Leader Presentation and Sign-off	Step 5 <i>(Assigned to Teammate)</i> Teammate Sign-off
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Teammate Self-Review



This section is a guide to completing the Self-Review step of the annual review.


1. Select **Performance Review Summary** from the **drop-down menu** under the **Performance** option on the tool bar or click the purple **Performance** button on the Welcome Page.

2. This page lists all currently assigned performance review tasks – click **Complete Your Next Review Step** to start the self-review step.
3. The review will open to the Overview page – the **Options** button in the upper-right corner can be used to attach files to the review, download a printable PDF copy of the review, and perform other actions. To get started on the self-review, click the red **Get Started** button at the bottom of the page.
4. The Self-Review section consists of five questions with optional comment boxes. The first three questions pertain to competencies; to choose an answer, click the **Select** box and click on one a competency:
5. After selecting the competency, enter any comments to support the selection in the corresponding comment box. Comments are optional but teammates are encouraged to utilize them.:
6. Complete the remaining questions, which follow the same process detailed above. Once finished, click the red **Submit** button at the bottom of the page to finish the step and send the evaluation to the reviewer.

People Leader Review

The second step of the annual review process is for the reviewer (typically the teammate’s direct people leader) to complete the evaluation on the employee.

1. Select **Performance Review Summary** under the **Performance** menu or click the purple **Performance** button on the Welcome Page.
2. This page lists all currently assigned performance review tasks– click **Complete Next Review Step for <Teammates full name>** to open the evaluation.
3. The review will open to the Overview page. The Options button in the upper-right corner can be used to attach files to the review, download printable PDF copy of the review, add a co-planner, and other actions. The Reopen Step button at the bottom of the page can be used to send the evaluation back to the Self-Review step if needed. To start the Teammate Review step, click the red **Get Started** button at the bottom of the page.
4. The first section in the People Leader Review step is to look over the teammate’s answers and comments from the Self-Review step. This section is displayed to the reviewer in a read only format. Changes or edits cannot be made on this page by the People Leader.
To continue to the Competencies section, click the red **Save and Continue** button at the bottom of the page.
5. The Competencies section is where ratings and comments are entered surrounding the teammate’s performance in five identified state-wide competencies.
 - The **Action Button** () can be used to view additional details about the specific competency.
 - The **Select** box is used to choose a rating for this competency on a 1 through 5 scale, from *Does Not Meet* to *Greatly Exceeds*. An explanation of the ratings can be accessed by clicking the question mark icon () to the right of the Select box.

The **Comments** box is used for entering comments to support the rating given to the teammate. Premade entries are available to serve as a basis for your own comments; to view the premade comments, click the speech bubble icon () above the comment box and to the right.

Enter a rating and supporting comments for each competency in this section. Once done, click the red **Save and Continue** button at the bottom of the page to move to the SMART Goals section.

6. The SMART Goals section displays goals that have been set up for the teammate, typically by the employee’s manager. Goals work similarly to competencies and are rated on a 1 through 5 scale – select a rating for each goal by clicking the **Select** box and enter any comments to support the selected rating (the comment assistant is not available for this section as goals are created manually).

Note: If no SMART goals appear, the employee does not have any active goals during the review period. If omitted, only the competencies will be scored. Goals can be modified and created at any time as outlined in the user guides available at http://das.nebraska.gov/user_guides/.

7. Once rating and comments are entered, click the red **Save and Continue** button to move to the Summary section.
8. The Summary section will show the rating for each section in the review as well as the overall score. A section will display N/A if there is no rating for a section; the overall score will only look at sections that display a rating. Click the red **Submit** button to finish the step and send the review to the Indirect Review step.

Indirect People Leader Review

The third step in the annual review process is for the reviewer's indirect people leader to look through the evaluation, sign it, and add any overall comments if desired. The indirect people leader does not enter any ratings on the evaluation.

1. Select **Performance Review Summary** under the **Performance** menu or click the purple **Performance** button on the Welcome Page.
2. This page lists all currently assigned performance review steps – click the option to open the evaluation (the title of the review will appear in parenthesis):
3. The review will open to the Overview page. To review the information entered by the employee in the Self-Review step, click the red **Get Started** button at the bottom of the page.
4. The first section is the completed of the teammate's Self-Review; this section shows what the teammate entered during the Self-Review step. After reviewing the information, click the red **Save and Continue** button at the bottom of the page to continue to the Competencies section.
5. The Competencies section displays ratings and comments entered by the reviewer on the teammate's performance in state-wide competencies. Review the ratings and comments, then click the red **Save and Continue** button at the bottom of the page to continue to the SMART Goals section.
6. The SMART Goals section displays the reviewer's ratings and comments on the employee's performance surrounding their goals, which are typically set up by the employee's manager. After reviewing the information, click the red **Save and Continue** button to move to the Summary section.
7. The Summary section shows the rating for each section, as well as the overall review score. If a section does not contain any items to rate, the score will show N/A and will not be included in the overall rating. Click the red **Next** button to move to the Sign-Off section.
8. The Sign-Off section allows the indirect people leader to sign the review and enter any comments. Check the box stating "I acknowledge..." then click the red **Sign** button to sign the review:

Indirect People Leader

I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.

Sign

9. Comments can be entered below the signature; once done, click the red **Submit** button to finish the step and send it back to the reviewer for the Presentation and Sign-Off step.

People Leader Presentation and Sign-off

The fourth step in the probationary review process is for the reviewer to present the evaluation to the teammate, enter any comments, and sign it.

1. Select **Performance Review Summary** under the **Performance** menu or click the purple **Performance** button on the Welcome Page.
2. This page lists all currently assigned performance review steps – click the option to open the evaluation
3. The review will open to the Overview page. To go over the information entered by the employee in the Self-Review step again, as well as the other steps, click the red **Get Started** button at the bottom of the page. To skip straight to the presentation, click the **Presentation** section in the sections list to the left of the review:
4. The Presentation section is used to document the date the evaluation was presented to the teammate. Enter a date by clicking the calendar icon:
5. Click the **Save and Continue** button to proceed to the Summary section.
6. The Summary section shows the rating for each section, as well as the overall review score. If a section does not contain any items to rate, the score will show N/A and will not be included in the overall rating. Click the red **Next** button to move to the Sign-Off section.
7. The Sign-Off section allows the reviewer to sign the review and add any final comments, as well as review the indirect people leader’s signature and comments. To sign the review, check the box stating “I acknowledge...” then click the red **Sign** button:

People Leader

I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.

Sign

Note: Final comments on the evaluation can be entered below the signatures but are not required. The indirect People Leader’s read-only comments will appear underneath the comment box:

B I S U

Thank you for your service.

George Washington (Indirect Manager) Review: Employee Probationary Review - HR Launched Time: 7/11/2016 3:21 PM

Keep up the great work!

8. Once filled out, click the **Submit** button to finish the step and send it to the employee for their final signature and comments.

Teammate Sign-off

The final step of the annual review process is for the teammate to go through the completed evaluation, sign-off, and enter any final comments if desired.

1. Select **Performance Review Summary** under the **Performance** menu or click the purple **Performance** button on the Welcome Page.

2. This page lists all currently assigned performance review steps – click the **Complete Your Next Review Step** to open the evaluation
3. The review will open to the Overview page. To access the information entered in the Self-Review step, click the red **Get Started** button at the bottom of the page.
4. After reviewing the Self-Review step, click the red **Save and Continue** button to proceed to the Competencies section.
5. The ratings and comments entered by the reviewer in the Competencies section will display can be reviewed in this section; once done, click the red **Save and Continue** button to access the SMART Goals section.
6. The SMART Goals section displays the reviewer’s ratings and comments for the annual goals that is associated with teammate. Click the red **Save and Continue** button for the Presentation section.
7. The Presentation section displays the date the review was presented to the teammate. Click the red **Save and Continue** button to proceed to the Summary section.
8. The Summary section shows the rating for each section, as well as the overall review score. If a section does not contain any items to rate, the score will show N/A and will not be included in the overall rating. Click the red **Next** button to access the Sign-Off section.
9. The Sign-Off section shows the reviewer’s and indirect people leader’s signatures – to sign the review, check the box stating “I acknowledge...” then click the red **Sign** button:

Teammate

I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.

Sign

10. Located below the recorded signatures, final comments can be entered but are not required. The reviewer’s and indirect people leader’s comments will display below the comment box. Once done, click the red **Submit** button to finish the review.

LINK HELP DESK CONTACT

If you have questions about goals 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

Email: as.linkhelp@nebraska.gov