

Working with MyPerformance Profile

User Guide



Table of Contents

- Introducing MyPerformance Profile 4
- How to Use This Document 4
- Navigating to the MyPerformance Profile..... 5**
- Getting Started..... 5**
 - Create Your Profile for the First Time5
 - For Returning Users - Create a New Profile7
 - Access Your Current Profile7
- Working with MyPerformance Profile 8**
 - Your MyPerformance Goals 8
 - Record a Goal8
 - Edit a Goal9
 - Delete a Goal9
 - Reorder Your Goals9
 - Enhancing and Publishing Your Goals10
 - Add an Attachment to a Goal.....10
 - Delete an Attachment10
 - Add Learning Comments11
 - Draft and Publish Mode11
 - Notify Your Supervisor With a Message.....12
 - View Supervisor Comments12
 - Access MyPerformance Resources12
 - Understanding Your Rating Profile13
 - Step 1: Provide a Self-assessment of Your Performance13
 - Step 2: Add or Change Comments13
 - Step 3: Sign or Unsign Your MyPerformance Profile14
 - Managing Your Profile14**
 - View Previous Profiles14
 - Copy Items from Previous/Other Profiles15
 - Print or Save Your Profile to Your Desktop15

- My To-Do List.....16
 - Add a To-Do Item16
 - Delete a To-Do Item16
- Supervisor Extras.....17**
 - Navigating MyPerformance Profile17
 - Enhancing Your Employees’ Goals18
 - Provide Comments on an Employee’s Goals.....18
 - Notify an Employee18
 - Rating and Signoff of Your Employees’ Profile19
 - Step 1: Select or Change a Rating for an Employee19
 - Step 2: Add or Change Your Comments to an Employee’s Profile.....20
 - Step 3: Sign or Unsign an Employee’s Profile20
 - Managing Your Employees’ Profile21
 - Copy Items to an Employee Profile21
 - Copy Items to a Profile from a Template22
 - View Overall Performance Ratings of Your Employees23
 - Excuse/Unexcuse an Employee.....24
 - Share/Unshare an Employee Profile25
 - View Reports.....26

Introducing MyPerformance Profile

Welcome to the User Guide for MyPerformance Profile, our streamlined online tool designed to record the performance conversations between employees and supervisors. The MyPerformance Profile is the result of a large consultation and on-going design process with BC Public Service employees, supervisors, and Ministry executives. All have asked for a simplified recording tool and process so that the focus is on the actual conversation between employee and supervisor. As you'll see, this tool is user-friendly, intuitive, and clean in its application style. This User Guide is designed to support you in using the MyPerformance Profile.

How to Use This Document

This document has been developed to help you perform some of the basic functions of the MyPerformance Profile tool. You can save it electronically to your computer, or print it off for your reference. Functions common to everyone are at the beginning of the document, and there is a special section at the end for supervisors.

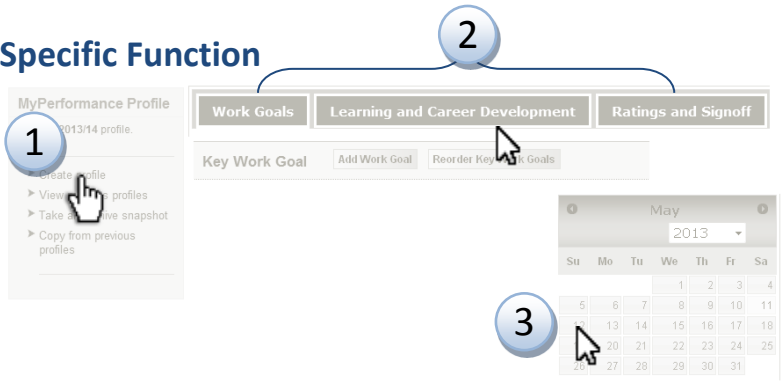
You can navigate through this document using the Table of Contents. Simply click on the line or page number within the Table of Contents that corresponds to the function you would like to view.

Familiarize yourself with the layout of the instructions, described below.

Main Function Grouping

Underneath the main function headings, you will read about the functions available for you to use in MyPerformance Profile. Specific functions belonging to the grouping will then be listed in this section of text.

Specific Function



STEPS TO FOLLOW TO PERFORM THE FUNCTION WILL APPEAR IN THIS BOX.

1. First, click the “named” text that the hand is pointing at.
2. Second, select one of the tabs the arrow is pointing to.
3. Third (and lastly in this case), click the “named” button that the arrow is pointing to.

Please note: The red boxes hold important information or warnings.

Tip: The green boxes have tips to help you along the way.

The orange boxes will point you toward resources to help you get the most out of MyPerformance.
If you see a [hyperlink](#), you can click on it to go to a new window.

Navigating to the MyPerformance Profile

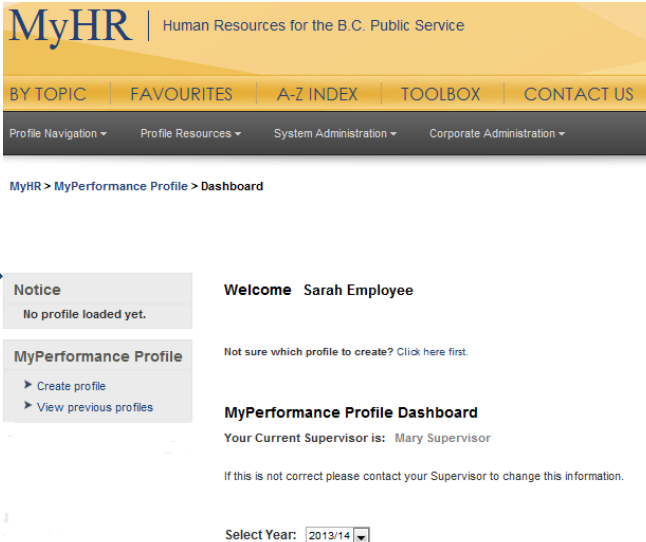
To access MyPerformance Profile, your first step is to navigate to the [MyHR website](#).

When you arrive at MyHR, you will see some navigation buttons along the top header of the website, such as “By Topic,” “Favourites,” and “A-Z Index.” Each of these main navigation links will take you to the corresponding page in MyHR, and are common to any webpage on the MyHR website. Click “By Topic,” and look for the “Performance Management” section. Once you arrive at the “Performance Management” hub, you will see a link to access MyPerformance Profile.

Enter the “MyPerformance Profile” site and you will see:

Use the side navigation to perform some of the more common MyPerformance Profile actions - creating a new profile or viewing previous profiles.

➔



What if I get lost?

You will be able to determine where you are in the Profile by looking at the profile page “breadcrumb” trail indicated underneath the MyHR navigation bar:

MyHR > MyPerformance Profile > Dashboard

You can click the “MyPerformance Profile” text at any time to get back to the main MyPerformance page.

Getting Started

Getting started with MyPerformance Profile involves creating a brand new profile for the first time. You will want to do this the first time you enter the MyPerformance Profile site. You can create a new, blank profile at any time using the “Create profile” feature. You will want to do this at the start of each performance cycle.

Create Your Profile for the First Time

First: Choose the Right Profile for Your Ministry. You will need to know which performance cycle your ministry has chosen to complete this step. The performance cycle options are calendar year (2014 Profile) or fiscal/operational (2013/14 Profile). Find out your ministry’s cycle by following the steps below.

MyHR

Human Resources for the B.C. Public Service

BY TOPIC

FAVOURITES

A-Z INDEX

TOOLBOX

CONTACT US

Profile Navigation

Profile Resources

System Administration

Corporate Administration

MyHR > MyPerformance Profile > Dashboard

Notice

No profile loaded yet.

MyPerformance Profile

Create profile

View previous profiles

Welcome Sarah Employee

Not sure which profile to create? [Click here first.](#)

MyPerformance Profile Dashboard

Your Current Supervisor is: Mary Supervisor

If this is not correct please contact your Supervisor to change this information.

Select Year: 2013/14

| MINISTRY | MyPERFORMANCE PROFILE CYCLE | DATES | PROFILE EMPLOYEES SHOULD BE USING |
|--|-----------------------------|-----------------|-----------------------------------|
| Aboriginal Relations and Reconciliation | Fiscal Year | June 1 – May 31 | 2012/13 Profile |
| Advanced Education, Innovation, and Technology | Fiscal Year | June 1 – May 31 | 2012/13 Profile |
| Agriculture | Fiscal Year | June 1 – May 31 | 2012/13 Profile |
| BC Public Service Agency | Fiscal Year | June 1 – May 31 | 2012/13 Profile |
| Children and Family Development | Fiscal Year | June 1 – May 31 | 2012/13 Profile |
| Children and Family Development Youth Custody | Calendar Year | Jan 1 – Dec 31 | 2013 Profile |

STEPS

1. Click “please check here” text.
2. Find your ministry on the list and check the “Profile Employees Should Be Using” column.

If you know your ministry cycle, use the side navigation on the dashboard page to create your new profile.

Notice

No profile loaded yet.

MyPerformance Profile

Create profile

View previous profiles

Welcome Sarah Employee

Not sure which profile to create? [Click here first.](#)

MyPerformance Profile Dashboard

Your Current Supervisor is: Mary Supervisor

If this is not correct please contact your Supervisor to change this information.

Select Year: 2013/14

Create Profile

Not sure which profile to create? [Click here first.](#)

- Create a new, blank 2014/15 profile...
- Create a new, blank 2014 profile...
- Create a new, blank 2013/14 profile...

STEPS

1. Click “Create profile” text.
2. Choose the profile matching your ministry’s cycle.

For Returning Users - Create a New Profile

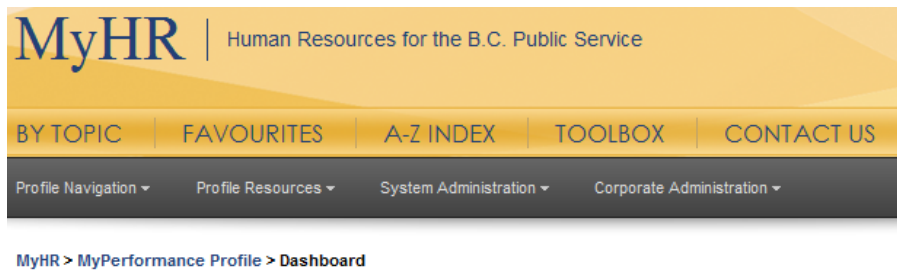
If you have completed and signed off your previous year's profile, you are ready to create a new profile for the next year's performance cycle. If you don't know your ministry's performance cycle, please follow the steps above in **First: Choose the Right Profile for Your Ministry**. Once you know your ministry's cycle, complete the steps as above to create your new profile.



Please note: An 'active' profile is a profile that is current and 'in progress'. A profile becomes 'archived' when you create more than one profile within a Ministry cycle or when the profile has been signed off. An archived profile cannot be edited (although information can be copied from it).

Access Your Current Profile

The easiest way to access a current profile is via the drop down menu on the main page.



Notice

No profile loaded yet.

MyPerformance Profile

- Create profile
- View previous profiles

Welcome Sarah Employee

Not sure which profile to create? [Click here first.](#)

MyPerformance Profile Dashboard

Your Current Supervisor is: Mary Supervisor

If this is not correct please contact your Supervisor to change this information.

Select Year: 2013/14 1

| Name | Excused | Shared | Review |
|----------------|---------|--------|--|
| Sarah Employee | No | | In Progress 2 |

STEPS

1. Scroll down the page to the "Select Year" drop down box and find your current year.
2. Click the "In Progress" text to open your current profile.

Working with MyPerformance Profile

There are three main tabs in MyPerformance Profile: “Work Goals,” “Learning and Career Development,” and “Ratings and Signoff.” To display the tabs, follow the steps above to “Access Your Current Profile”.



INFORMATION

1. The “Work Goals” tab allows you access to record your key work goals.
2. The “Learning and Career Development” tab allows you to record your learning goals.
3. The “Ratings and Signoff” tab allows you the optional opportunity to self-assess your performance and provide comments.

Your MyPerformance Goals

From the “Work Goals” and “Learning and Career Development” tabs, you can record, edit, reorder, and delete your goals.

Record a Goal



STEPS

1. Select the tab where you would like to record your goal. We will use the “Work Goals” tab.
2. Click the “Add Work Goal” button.
3. Click the calendar icon.
4. Select the target or completion date for your goal.
5. Enter your goal by clicking in the text box and typing your goal.
6. You can click the “Check Spelling” button to check your spelling.
7. Click the “Save” button.



Please note: MyPerformance Profile autosaves every 2 minutes.

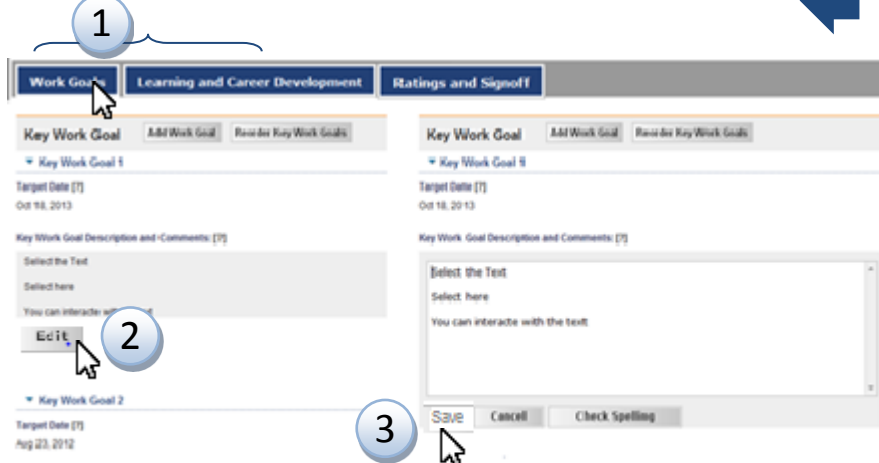


Tip: Hover over “[?]” for help text.



Need some help with creating goals? Check out the [MyPerformance Guides](#) and the [Learning Centre's Performance Management course offerings](#).

Edit a Goal



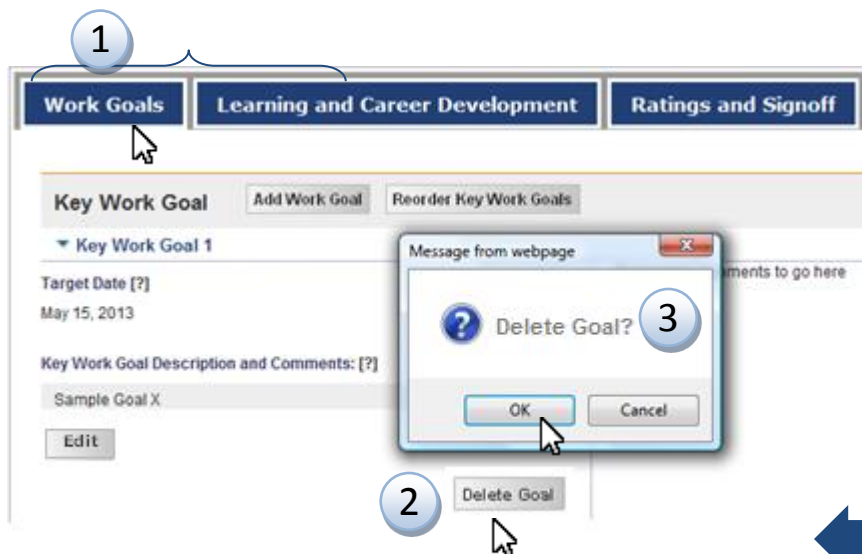
STEPS

1. Select the tab where you would like to edit your goal. We will use the "Work Goals" tab.
2. Enter your revised goal by clicking edit or somewhere in the text box and typing your goal.
3. Click the "save" button.



Please note: MyPerformance Profile autosaves every 2 minutes.

Delete a Goal



STEPS

1. Select the tab where you would like to delete your goal. We will use the "Work Goals" tab.
2. Click the "Delete goal" button next to the goal you would like to delete from your profile.
3. Click "OK."

Reorder Your Goals



STEPS

1. Select the tab where you would like to reorder your goals. We will use the "Work Goals" tab.
2. Click the "Reorder Key Work Goals" button.
3. Click and drag the goals to reorder them as you would like them to appear.
4. Click the "X" button to close.

Add Learning Comments

STEPS

1. Click on the “Learning and Career Development” tab.
2. Click the text box.
3. Enter your goal and comments.
4. Click “Save.”



Tip: Hover over any field or heading for help.



Please note: This section is also here to capture reasons you have not chosen learning goals or barriers that prevented you from achieving your learning goals.

Draft and Publish Mode

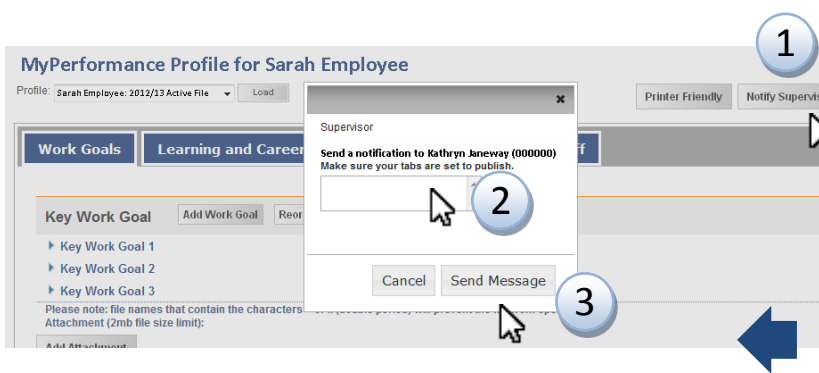
STEPS

1. Select the tab you would like to publish or hide.
2. Click the arrow for the “Draft/Publish” drop-down menu and select one of the options.
3. Click “OK.”



Tip: Select the “Publish” mode to allow your supervisor to see your goals. Each tab has a draft/publish option.

Notify Your Supervisor With a Message

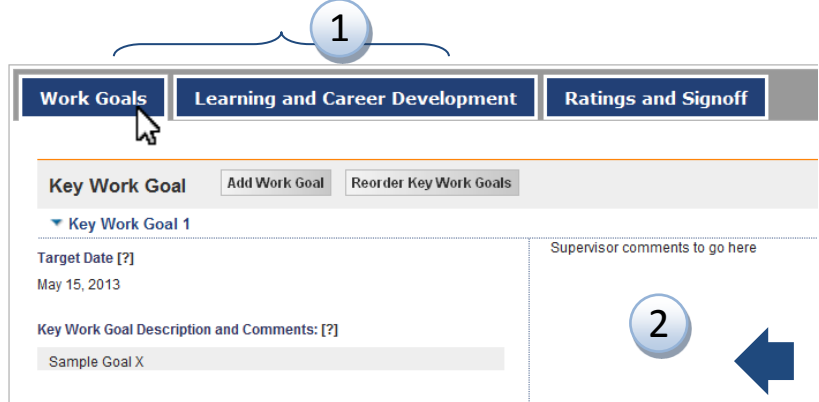


STEPS

1. Click the “Notify Supervisor” button.
2. Enter a message to your supervisor in the text box.
3. Click “Send Message.”

Tip: Messages sent to your supervisor will appear on their MyPerformance Profile dashboard.

View Supervisor Comments



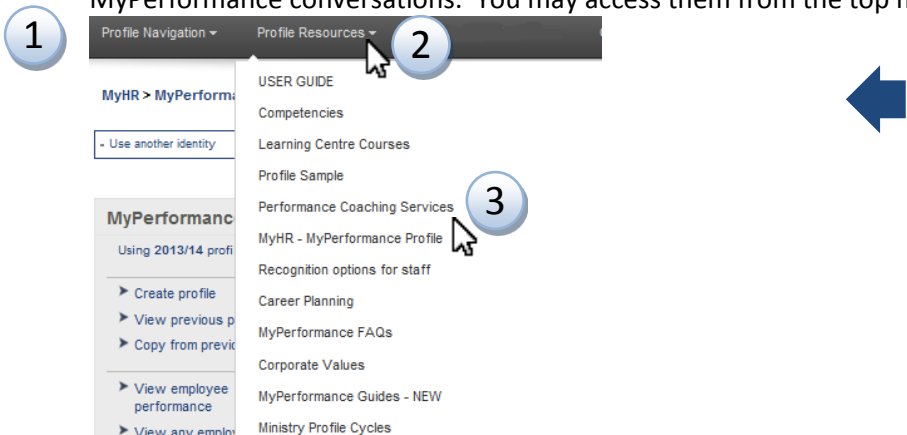
STEPS

1. Click on the tab that contains the comments you would like to view.
2. Your supervisor’s comments will appear to the right of your comments.

Tip: Your supervisor’s comments will appear only if they have used the “publish” feature.

Access MyPerformance Resources

We have several resources available to support both supervisors and employees in having effective MyPerformance conversations. You may access them from the top menu of the MyPerformance Profile.



STEPS

1. Go to the top menu on the MyPerformance Profile.
2. Click on “Profile Resources”.
3. Click on the resource you would like to access.

Understanding Your Rating Profile

From the “Ratings and Signoff” tab, you can self-assess your overall performance rating (optional), add comments to support your self-assessment, and sign off your profile.

Step 1: Provide a Self-assessment of Your Performance

Work Goals **Learning and Career Development** **1 Ratings and Sign Off**

Completion of the ratings self-assessment section is *Optional* for employees. Corporate Values Ratings Scale

This tab is in draft. [Click Here](#) to set to publish and make it visible to your Supervisor.

Assess Performance

You are encouraged to provide a self-assessment in preparation for your performance conversation with your supervisor.

☐ Exceeds Expectations **2** ☒ Achieves Expectations ☐ Developing

is exceeding expectations of job performance and is demonstrating exceptional corporate values. is meeting expectations of job performance and is demonstrating solid corporate values. is currently not achieving expectations but has the motivation to do so, and is developing an understanding of corporate values.

Describe Performance (Choose One Category) Proven Leader

Select a category that best describes your performance.

☐ Accomplished Contributor **3** ☒ Proven Leader ☐ Subject Matter Expert ☐ Valued Mentor ☐ Valued Team Player

STEPS

1. Click the “Ratings and Signoff” tab.
2. Click the radio button next to the rating that best describes your performance overall.
3. Click the radio button next to the desired description.

Step 2: Add or Change Comments

Add Comments

Employee Year-End Comments

click to edit **2**

1 Edit

Draft **3**

Please note: MyPerformance Profile autosaves every 2 minutes.

STEPS

1. Click “edit”.
2. Enter your comments and click “Save”.
3. You have the option to keep your ratings and comments in draft or publish them so your supervisor can see them.



Tip: When you are ready for your supervisor to view your rating (optional) and comments, change the page to “publish”.



Tip: There are quick links to Corporate Values and the Ratings Scale at the top of the “Ratings and Sign off tab”.

Step 3: Sign or Unsign Your MyPerformance Profile

1 Sign Off

SIGN OFF occurs only ONCE a year at the end of the performance management cycle for your ministry. Sign off occurs after their final performance conversation and after both the employee and supervisor have completed the employee's profile for the supervisor.

Employee Signature
Sarah Employee
(Supervisor):

Enter your 6 digit employee ID as your password:

☐ I disagree with the information contained in this performance review.

2

3 Sign with My P...

STEPS

1. On the "Ratings and Signoff" tab, go to the Sign off section.
2. Enter your 6-digit Employee ID as your password.
3. Click "Sign with my Password."

If you are unsigning, it will say "Unsign with My Password".



Please Note: Once you sign-off on your profile, all of your comments will be published and the profile will be locked to any further changes by either supervisor or employee.



Please Note: You can disagree with the information contained in your performance profile by clicking the "Disagree" button after entering your employee ID number. Your supervisor will be notified.



Tip: After you or your supervisor have signed off, you will both need to "unsign" your profile in order to make any further changes. You do not need to unsign to select "I disagree".



Click the "[Corporate Values](#)" and "[Rating Scale At-a-glance](#)" text for more detailed information. You find several resources under "Profile Resources" on the top menu of the MyPerformance Profile to support you in having MyPerformance conversations.

Managing Your Profile

There are several profile management features available to you from the main MyPerformance Profile page. Some of these features include: view previous profiles, archive your profile, copy information from previous profiles, and manage to-do list items.

View Previous Profiles

MyPerformance Profile

Viewing your 2012/13 profile

- Create profile
- **2** View previous profiles
- Take an archive snapshot
- Copy from previous profiles

1

View Previous Profiles

| | Period | Name | |
|-------------------------------------|---------|---------------|-------------------------|
| <input type="button" value="Load"/> | 2012/13 | Click to edit | Active |
| <input type="button" value="Load"/> | 2012/13 | Click to edit | Archive from 2012-02-21 |
| <input type="button" value="Load"/> | 2012/13 | new archive | Archive from 2012-02-20 |

STEPS

1. Click the "View previous profiles" text.
2. Click the "Load" button next to the previous profile you would like to view.



Tip: You can use your previously archived profiles to help fill out your current profile, to reflect on your past performance reviews, or any other way you find useful.

Copy Items from Previous/Other Profiles

MyPerformance Profile
Using 2012/13 profile.

- ▶ Create profile
- ▶ View previous profiles
- ▶ Take an archive snapshot
- ▶ Copy from previous profiles

Copy from Previous Profiles
Are you using your active profile? B
Tip: The profile you are using is noted o

Step 1 of 2: Select the profile

| | Period | Name | Type |
|--------------|---------|------|--------|
| This profile | 2012/13 | | Active |
| Select | 2012 | | Active |
| Select | 11 | | Active |

Step 2 of 2: Select the Items to Copy

Select All

Item

4

Next Step

5

Message from webpage

? You are about to copy 1 items to your current profile. Are you sure you want to continue?

OK

Cancel

6

STEPS

1. Create a profile (Page 5)
2. Click the “Copy from previous profiles” button.
3. Click the “Select” button next to the profile you would like to copy from.
4. Click the check box next to the item you would like to copy.
5. Click the “Next Step” button.
6. Click “OK.”



Tip:

Another option is to load your previous profile, copy the text you wish to transfer, load your new profile and paste the text.

Print or Save Your Profile to Your Desktop

MyPerformance Profile for Sarah Employee

Profile: Sarah Employee - 2012/13 Active File Load

Printer Friendly

Notify Supervisor

1

Work Goals

Learning and Development

Print Options

The print display will default to “Shrink to Fit.” For larger font, select “Print Preview” and adjust print size.

Print My Profile

Print Current Tab

Print Selected Tabs and/or Sections

2

Key Work Goal

Add Work Goal

Key Work Goal 1

Key Work Goal 2

Key Work Goal 3

Please note: file names that contain the Attachment (2mb file size limit):

Add Attachment

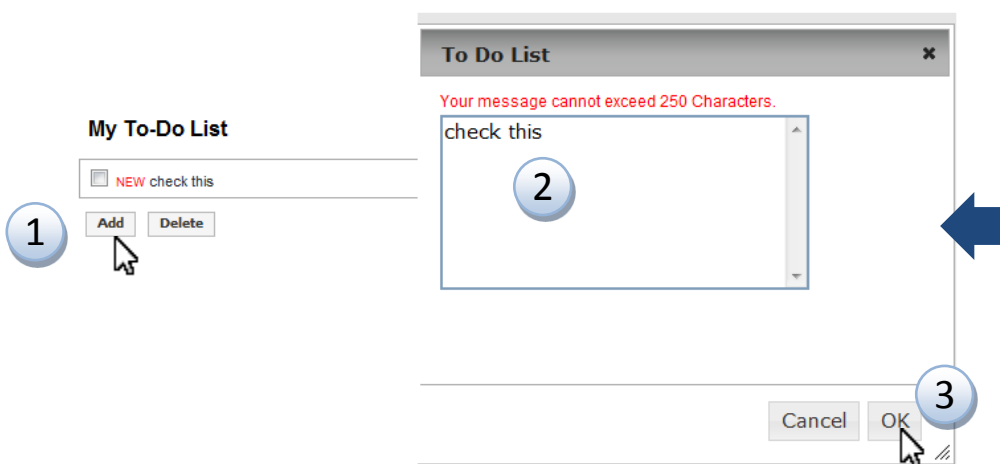
STEPS

1. Click “Printer Friendly”.
2. Click “Print My Profile” (entire profile), “Print Current Tab Only” (one tab) or “Print Selected Tabs or Sections” (more options).
3. To print, look for the print icon on the new window that loads. To save, click “File” on the new window that loads, and then click “Save as” to save a PDF to your desktop (not shown).

My To-Do List

The “My To-Do List” is a list of reminders. Items will appear on the “My To-Do List” when you manually add them, when your supervisor or employee sends a message to you using the notify button, or when a system administrator sends out a mass item. The “My To-Do List” is viewable from the main MyPerformance Profile page (also called “My Profile Dashboard”) if you scroll to the bottom of the page.

Add a To-Do Item



My To-Do List

☐ NEW check this

Add Delete

To Do List

Your message cannot exceed 250 Characters.

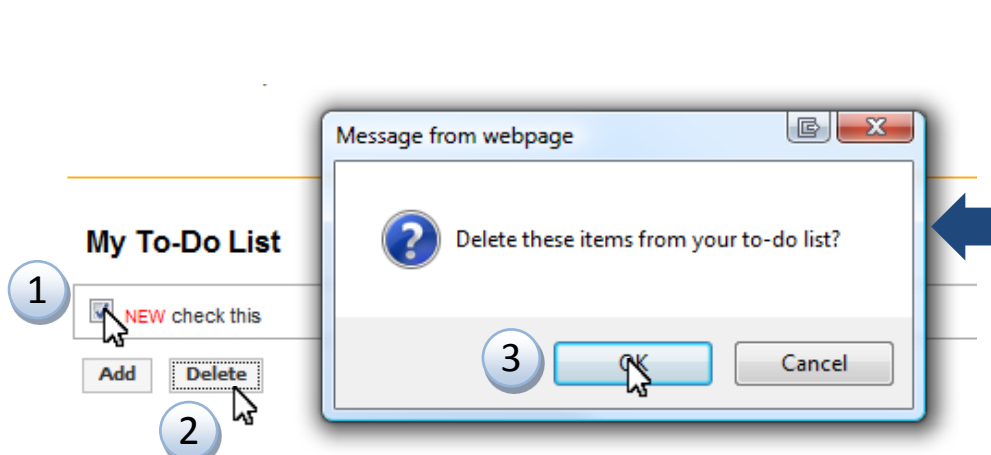
check this

Cancel OK

STEPS

1. Click the “Add”.
2. Enter your text in the “To-Do List” text box.
3. Click “OK.”

Delete a To-Do Item



My To-Do List

☒ NEW check this

Add Delete

Message from webpage

Delete these items from your to-do list?

OK Cancel

STEPS

1. Select the checkbox beside the item under “My To-Do List” that you want to delete.
2. Click the “Delete” button.
3. Click “OK”



Tip:

You can click and drag to highlight and delete more than one item at a time.



Still have questions? Contact [MyHR](#) for help.

Supervisor Extras

Navigating MyPerformance Profile

Supervisors use the same process to access MyPerformance Profile as employees. The supervisor profile has a few extra options from the side navigation and top menu, such as: Copy items for my employees, View overall performance, and View reports.

Side navigation:



Top Menu Navigation:



My Employees

The section titled “My Employees” gives you a snapshot display of the people on your team for the current year. You can view archived profiles for previous years by clicking on the corresponding year in the dropdown box.



My Employees

Select Year: 2013/14

| Name | Excused | Shared | Review |
|----------------|---------|--------|-----------------------------|
| Sarah Employee | No | No | In Progress |
| James T. Kirk | Yes | No | No 2013/14 profile |
| Hikaru Sulu | No | Yes | No 2013/14 profile |

Excused column:

A “Yes” in this column means that the employee is excused and does not need to create a profile (for example, they are currently on maternity leave). A “No” means he or she is not excused. Click on the current state of that employee’s excused status to change it.

Shared column:

A “Yes” in the shared column means that the employee’s profile has been shared with one or more direct supervisors for clear business purposes. A “No” means you have not granted another supervisor access to view the employee’s profile. Click on the current state of that employee’s shared status to change it.

Review column:

A date in the review column means the profile is signed off as of that date. An “In Progress” means that a profile has been created and it is not yet complete and signed off. Clicking on the text in the review column will open the employee’s profile.

Enhancing Your Employees' Goals

Provide Comments on an Employee's Goals

Select Year: 2013/14

| Name | Excused | Shared | Review |
|----------------|---------|--------|-------------|
| Sarah Employee | No | No | In Progress |
| James T. Kirk | Yes | No | In Progress |
| Hikaru Sulu | No | Yes | In Progress |

1

2

Work Goals

Learning and Career Development

Ratings and Sign Off

This tab is in draft. [Click Here](#) to set to publish and make it visible to your Employee.

5

Key Work Goal

Key Work Goal 1

Target Date [?] May 24, 2013

Supervisor Comments: Last updated by Kathryn Janeway on 2013-05-12 supervisor comment 1

Edit

3

Key Work Goal Description and Comments [?] test goal 1

Supervisor Comments: Last updated by Kathryn Janeway on 2013-05-12 supervisor comment 1

4

Save Cancel Check Spelling

Edit

STEPS

1. Click the text under the "Review" column next to the employee you would like to comment on.
2. Click in the tab that contains the kind of goal you would like to comment on. We will use the "Work Goals" tab.
3. Under the Supervisor Comments section, click on the "Edit" button next to the goal you would like to comment on and enter your comment.
4. Click "Save."
5. Publish your comment if you would like your employee to see it.



Tip:

Supervisors can view employee data once the employee has published the tab. Supervisors cannot enter or edit employee data.

Notify an Employee

My Employees

Select Year: 2013/14

| Name | Excused | Shared | Review |
|----------------|---------|--------|--------------------|
| Sarah Employee | No | No | In Progress |
| James T. Kirk | Yes | No | No 2013/14 profile |
| Hikaru Sulu | No | Yes | No 2013/14 profile |

1

2

Notify Employee

Printer Friendly

3

Employee

Send a notification to Sarah Employee (000001)?

4

Cancel Send Message

STEPS

1. Click the text under the "Review" column next to the employee you would like to comment on.
2. Click the "Notify Employee" button.
3. Enter your message.
4. Click the "Send Message" button.



Tip:

Your employee will see the message in their "To-Do List" when they visit their profile.

Rating and Signoff of Your Employees' Profile

There are four steps to the rating and signoff process in the "Ratings" tab. In the first step you will rate your employee's overall performance, and in the second step you will provide a specific descriptor of their performance.

Step 1: Select or Change a Rating for an Employee

Select Year: 2013/14

| Name | Excused | Shared | Review |
|----------------|---------|--------|-------------|
| Sarah Employee | No | No | In Progress |
| James T. Kirk | Yes | No | In Progress |
| Hikaru Sulu | No | Yes | In Progress |

1

2

3

4

Work Goals | Learning and Career Development | Ratings and Sign Off

Completion of the ratings self-assessment section is Optional for employees.

Corporate Values | Ratings Scale

This tab is in draft. [Click Here](#) to set to publish and make it visible to your Employee.

Assess Performance | Achievements | Employee: Developing

Assess your employee's performance

☐ Exceeds Expectations
 ☒ Achieves Expectations
 ☐ Developing
 ☐ Not Performing

is exceeding expectations of job performance and is demonstrating exceptional corporate values.
 is meeting expectations of job performance and is demonstrating solid corporate values.
 is currently not achieving all expectations but has the potential and the motivation to do so, or is developing an understanding of corporate values.
 is not meeting expectations.

DESELECT

Describe Performance (Choose One Category) | Proven Leader | Employee: Mismatched Talent

Select a category that best describes your employee's performance.

☐ Accomplished Contributor
 ☒ Proven Leader
 ☐ Subject Matter Expert
 ☐ Valued Mentor
 ☐ Valued Team Player

can be counted on to do their job has mastered the duties associated with the position is a strong contributor who may go above and beyond in some areas
 demonstrates a level of leadership that is an asset to the organization may exhibit strengths in demonstrating the corporate values of courage and/or accountability in achieving their work goals is a capable leader who is achieving expectations both as a supervisor and as an employee
 is a "go to" person on this topic(s) within the organization and maintains expertise in a particular field can be counted on to deliver context, relevant information and recommendations may exhibit strengths in demonstrating the corporate values of curiosity and/or accountability
 is vital to knowledge and/or culture transfer and maintenance in the organization may exhibit strengths in demonstrating the corporate values of teamwork and/or service in achieving their work goals demonstrates both the skill and desire to share his or her work attitude and expertise with others
 is a key contributor to team outcomes and a positive and engaged work place is a model of motivation, positive outcomes and shares knowledge may exhibit strengths in demonstrating the corporate values of passion and/or team work

STEPS

1. Click the text under the "Review" column next to the employee you would like to comment on.
2. Click the "Ratings and Signoff" tab.
3. Click the radio button next to the desired rating.
4. Click the radio button next to the desired description.



Click the "[Corporate Values](#)" and "[Rating Scale At-a-glance](#)" text for more detailed information.

You find several resources under "Profile Resources" on the top menu of the MyPerformance Profile to support you in having MyPerformance conversations.

Step 2: Add or Change Your Comments to an Employee's Profile

Add Comments

Supervisor Year-End Comments

2

1

Edit

3

Save

4

Draft

Check Spelling

Add Attachment

STEPS

1. Click the "Edit" button.
2. Enter your comments.
3. Click "Save"
4. Change status from "Draft" to "Publish" to allow your employee to view the information.

Please note: file names that contain the characters ~ or .. (double period) will prevent the file from opening. Attachment (2mb file size limit)

Add Attachment

Please note: MyPerformance Profile autosaves every 2 minutes.

Step 3: Sign or Unsign an Employee's Profile

1

Sign Off

SIGN OFF occurs only ONCE a year at the end of the performance management cycle for your ministry. Sign off occurs after the supervisor and employee have had their final performance conversation and after both the employee and supervisor have completed the employee's profile for the year. The employee signs off before the supervisor.

Supervisor Signoff
Sarah Employee
(Supervisor):

2

Enter your 6 digit employee ID as your password:

3

Sign with My Password

STEPS

1. On the "Ratings and Signoff" tab, go to the Sign off section.
2. Enter your six-digit Employee ID as your password.
3. Click the "Sign with my Password" button.

If you are unsigning, it will say "Unsign with My Password".

Please Note: Employees must sign their profile before you provide the final supervisors sign-off.

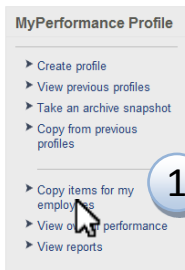
Please Note: Once you sign-off on an employee's profile, all of your comments will be published.

Page 20 of 26

Managing Your Employees' Profile

There are several profile management features available to you from the main MyPerformance Profile page. Some of these features include: copy items to employee profiles, view overall performance of employees, excuse and unexcuse employees, and share and unshare employees.

Copy Items to an Employee Profile



STEPS

1. Click the "Copy items for my employees" text.
2. Click the "Copy from Employees" text.
3. Click the "Select" button next to the profile you want to copy from.
4. Click the box next to the profile you would like to copy to.
5. Click the "Next Step" button.
6. Click the box next to the goal you would like to copy.
7. Click the "Copy items from..." button.
8. Click "OK."

Select the Source Profile

Copy from Employees
Select from list of your employees to copy from
Select from Template to copy from
Select from a template to copy from

Displaying 3 employee reporting to: Kathryn Janeway:

| Source | Employee | Type | Period | File |
|--------|-----------------|------|---------|------|
| Select | Kathryn Janeway | EXM | 2013/14 | View |
| Select | Sarah Employee | ENM | 2013/14 | View |
| Select | James T. Kirk | ENM | 2013/14 | View |
| Select | Hikaru Sulu | ENM | 2013/14 | View |

Select the Target

Copy to Employees
Copy the selected items to your Employees
Copy to Template
Copy the selected items to a template

Displaying 3 employee reporting to: Kathryn Janeway:

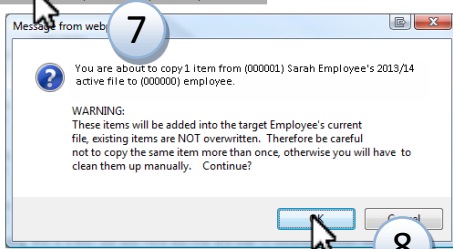
| <input checked="" type="checkbox"/> | Employee | Jobtype | Period | File |
|-------------------------------------|-----------------|---------|---------|------|
| <input type="checkbox"/> | Kathryn Janeway | EXM | 2013/14 | View |
| <input checked="" type="checkbox"/> | Sarah Employee | ENM | 2013/14 | View |
| <input type="checkbox"/> | James T. Kirk | ENM | 2013/14 | View |
| <input type="checkbox"/> | Hikaru Sulu | ENM | 2013/14 | View |

Next Step

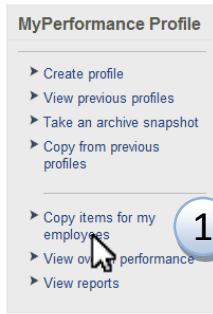
Select Elements to Copy (000001) Sarah Employee's 2012/13 active file

| <input checked="" type="checkbox"/> | Item | Copy To | Description |
|-------------------------------------|---------------|---------------|---|
| <input checked="" type="checkbox"/> | Key Work Goal | Key Work Goal | Supervise, evaluate and ensure effective training and management of program staf... |
| <input type="checkbox"/> | Learning Goal | Learning Goal | Supervise, evaluate and ensure effective training and management of program staf... |

Copy items from: (000001) Sarah Employee's 2013/14 active file



Copy Items to a Profile from a Template



Select the Source Profile

Copy from Employees
Select from one of your employee's profiles to copy from

Select from a template to copy from
Select from a template to copy from

Step 2: Select the Source Template

Displaying 169 templates:

| Source | Name | Key Work Goals |
|--------|--|----------------|
| Select | AG - Criminal Justice Branch - Crown Counsel | 8 |
| Select | AG - Criminal Justice Branch - Office Assistant | 2 |
| Select | AG - Criminal Justice Branch - Crown Level 1 | 3 |
| Select | AG - Criminal Justice Branch - Crown Orientation | 1 |

Select the Target

Copy to Employees
Copy the selected item to Employees

Copy to Template
Copy the selected items to a template

Displaying 3 employee reporting to Kathryn Janeway:

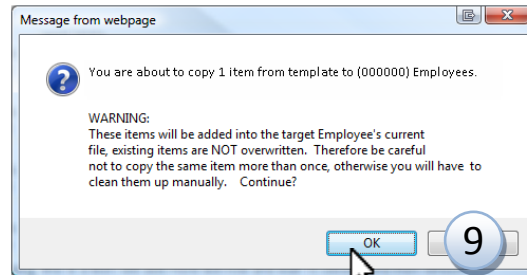
| Employee | Jobtype | Period | File |
|--|---------|---------|----------------------|
| <input type="checkbox"/> Kathryn Janeway | EXM | 2013/14 | View |
| <input type="checkbox"/> Sarah Employee | ENM | 2013/14 | View |
| <input type="checkbox"/> James T. Kirk | ENM | 2013/14 | View |
| <input type="checkbox"/> Hikaru Sulu | EXM | 2013/14 | View |

Next Step

Select Element to Copy Template: AG

| Item | Copy To | Description |
|---|---------------|---|
| <input type="checkbox"/> Key Work Goals | Key Work Goal | To develop a supportive and productive workplace environment. |
| <input type="checkbox"/> Key Work Goals | Key Work Goal | To protect |
| <input type="checkbox"/> Key Work Goals | Key Work Goal | To strengthen |
| <input type="checkbox"/> Key Work Goals | Key Work Goal | To enhance |

Copy items from Template: AG



STEPS

1. Click the "Copy items for my employees" text.
2. Click the "Select from a template to copy from" text.
3. Click the "Select" button next to the desired template.
4. Click the "Copy to Employees" option.
5. Click the box next to the profile you would like to copy to.
6. Click the "Next Step" button.
7. Click the box next to the goal you would like to copy.
8. Click the "Copy items from Template..." button.
9. Click "OK".

View Overall Performance Ratings of Your Employees

MyPerformance Profile
Viewing your 2012/13 profile

- Create profile
- View previous profiles
- Take an archive snapshot
- Copy from previous profiles
- View overall performance
- View any employee
- View reports

1

View Overall Performance

2

2013/14 Overall Performance Ratings for Employees Reporting to Sarah Employee

Period: 2013/14 Supervisor: 237541 EmplID:
Show: Direct Reports Type: Bargaining Unit - PSA BCGEU Nurses Sort: Lastname A-Z

3 Load **4** Export more options...

Displaying 8 Employees:

| Employee | Rating Profile | Rating | Position |
|-------------------|-----------------|--------|-----------------------------|
| Kathryn Janeway | No 2013/14 file | | Director |
| James T. Kirk | | | District Manager |
| Hikaru Sulu | | | District Manager |
| Montgomery Scott | | | Director |
| Katharine Pulaski | | | Dir Resource Authorization |
| Kira Nerys | No 2013/14 file | | District Manager |
| Pavel Chekov | No 2013/14 file | | Reg Executive Administrator |
| Leonard McCoy | No 2013/14 file | | Office Manager |

STEPS

1. From the MyPerformance Profile home page, click “View Overall Performance.”
2. Select your search parameters from the following options:
 - a. Click “Period” to select the desired timeframe.
 - b. Click “Show” to select the group of employees you want to run a report on.
 - c. Click “Supervisor” to select a subordinate supervisor if you would like to run a report for a particular unit within your program area.
 - d. Select “EmplID” to select a particular employee you want to run a report on.
 - e. Click “Type” to narrow the report to one type of position.
 - f. Click “Sort” to identify how to organize the report.
 - g. Click “More Options” to run a report by ministry code or department ID.
3. Click “Load” to run the report. Scroll down the screen to view the report.
4. Optional: Click “Export” to generate the report in an Excel spreadsheet.

Excuse/Unexcuse an Employee

My Employees

Select Year: 2013/14

| Name | Excused | Shared | Review |
|----------------|---------|--------|-----------------------------|
| Sarah Employee | No | No | In Progress |
| James T. Kirk | Yes | No | No 2013/14 profile |
| Hikaru Sulu | No | Yes | No 2013/14 profile |

| Period | Excuse | Reason | By |
|-------------------------|---------------------------------------|---------------------------|----|
| Excuse from all periods | <input type="button" value="Excuse"/> | * Excuse from all periods | |
| 2013/14 | <input type="button" value="Excuse"/> | | |
| 2013 | <input type="button" value="Excuse"/> | | |
| 2012/13 | <input type="button" value="Excuse"/> | | |
| 2012 | <input type="button" value="Excuse"/> | | |

Reason to excuse Sarah Employee for:

| | | |
|---------------------------------------|---|--|
| <input type="button" value="Excuse"/> | <div> Casual Employee Casual Employee DM/AD - other process Medical Leave Non-medical Leave Resigned Retired Secondment Terminated </div> | <input type="button" value="Proceed"/> |
| 2013/14 | <input type="button" value="Excuse"/> | |
| 2013 | <input type="button" value="Excuse"/> | |

| Period | Excuse | Reason | By |
|-------------------------|---|---------------------------|---|
| Excuse from all periods | <input type="button" value="Excuse"/> | * Excuse from all periods | |
| 2013/14 | <input type="button" value="Unexcuse"/> | 5 | By 000000 on 2013-05-12 16:22 Pacific Standard Time |

STEPS

1. From the MyPerformance Profile home page, click the "No" text next to the employee you would like to excuse.
2. Click the "Excuse" button.
3. Select a reason for excuse from the drop-down menu.
4. Click the "Proceed" button.



Tip:

To unexcuse an employee, follow the steps 1 and 2 above, and click "UnExcuse."



Please Note:

The only reasons employees can be excused are:

- Employee has retired, resigned, terminated, or is on secondment to another agency outside government,
- Employee is on leave, such as medical, maternity, or deferred salary leave
- Employee is a casual employee, such as temp agency employees (does not include auxiliaries).

Share/Unshare an Employee Profile

My Employees

Select Year: 2013/14 ▼

| Name | Excused | Shared | Review |
|----------------|---------|--------|--------------------|
| Sarah Employee | No | No | In Progress |
| James T. Kirk | Yes | No | No 2013/14 profile |
| Hikaru Sulu | No | Yes | No 2013/14 profile |

Share with: [Select Supervisor]

Reason:

Proceed

STEPS

1. From the MyPerformance Profile home page, click the “No” text next to the employee you would like to share.
2. Click the “Select Supervisor” text and find the supervisor you wish to share the profile with.
3. Enter a clear business reason in the “Reason” text box.
4. Click the “Proceed” button.



Please Note: You **must** have a clear business reason to share an employee’s profile.



Tip: The share will not end automatically; when the additional supervisor no longer requires access, you must end the share manually. To unshare an employee, follow the steps 1 and 2 above, and click “Stop Sharing.”

View Reports

The “View Reports” function allows you to see an overview of your employees’ MyPerformance profile status.

MyHR > MyPerformance Profile > Dashboard

1

Notice

No profile loaded yet.

MyPerformance Profile

➤ Create profile

➤ View previous profiles

➤ Copy items for my employees

➤ View overall performance

➤ View reports

Welcome Sarah Employee

Important Note on MyPerformance Profile Options

based on your ministry's MyPerformance cycle.

Calendar Year Option: If your ministry is on a calendar year cycle, you should have a 2012 Profile which should now be signed off, and you will need to create a new 2013/14 Profile.

Fiscal/Operational Option: If your ministry is on a fiscal year cycle, you should already have a 2012/13 Profile or you will need to create a new 2013/14 Profile.

How to create a profile:

1. You need to know which MyPerformance Cycle you are on. Please check here.
2. Once you know which Profile to create, then click on the gray box.
3. The options for Profiles will then appear, and you can create your new Profile.

STEPS

1. Click the “MyPerformance Profile” text to get back to the main page.

2. Scroll down on your main dashboard page, or click on “View Reports” in the grey box on the left, to view a summary of your employees (you will see if anyone is excused or shared and the status of each employee’s current profile).

2 My Employees

Select Year: 2013/14 ▼

| Name | Excused | Shared | Review |
|---------------------|---------|--------|-----------------------------|
| ⊕ Kathryn Janeway | No | No | In Progress |
| James T. Kirk | No | No | No 2013/14 file |
| ⊕ Hikaru Sulu | No | No | No 2013/14 file |
| ⊕ Montgomery Scott | No | No | In Progress |
| ⊕ Katharine Pulaski | No | No | In Progress |
| ⊕ Kira Nerys | No | No | No 2013/14 file |
| Pavel Chekov | No | Yes | No 2013/14 file |
| ⊕ Leonard McCoy | No | No | In Progress |
| Ezri Dax | No | No | No 2013/14 file |

Still have questions? Contact [MyHR](#) for help.

Page 26 of 26