

Job Aid: Rating Your Performance Review

Core Concepts

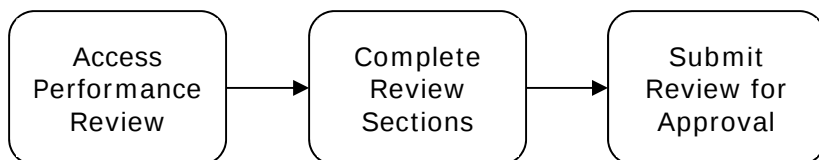
What activities do Reviewees generally do with performance reviews?

Reviewees are the subjects of reviews. Reviewees are the people that reviewers review. Reviewees can perform the following tasks during the review process:

- After the review owner activates your review, you can nominate reviewers and approvers. Depending on the configuration of the review, your nominations might require the review owner's approval. Nominated reviewers and approvers have the right to decline their nominations.
 - After the review owner releases the review to you, you can provide your final comments, finalize the review, and mark it complete.
- *Note: Reviewees are often also reviewers.*

Process

Process flow



Process steps

Step	Action
1. Access Performance Review	• Navigate to: Menu > Me > My Plan ➤ You can filter learning in the Me tab by the completion status of the learning. To filter your learning, you must click the Show Filter button and select one of the following options from the Status dropdown list: - o In-Progress - o Closed
2. Complete Review Section(s)	• In the More Actions section, click the Complete Review link. The Performance Review wizard launches. ➤ <i>Note: The sections defined in the review displays in the left navigation pane. The system displays the review sections where your input is required.</i> ➤ <i>Note: The system will progressively move you thru the sections in the order it was created. If you wish to move to a different section, click the desired section in the left navigation pane.</i> ➤ <i>Note: Depending on the performance review design, some sections may require for you to rate items, while others may only require you to enter comments.</i> ➤ <i>Note: As you complete each section, a green</i>

Step	Action
	<i>checkmark displays next to the section name in the left navigation pane.</i> - If section configure to rate an item, such as goals or competencies: Select your rating in the Your Rating field. - Note: Depending on your system configuration, this field may display as a drop-down list. Enter a comment in the Comments textbox. - Once the section is completed, click the Next button to move to the next section in the review. - Once all sections are completed, click the Save button to save.
3. Submit Review for Approval	- Note: The Submit button only displays after the Save button is selected. This gives the user the opportunity to go back and make changes as required before submitting the review. Once submitted, your entries are considered final. Only your manager or performance administrator may be able to change the review status to In-Progress if additional changes are needed. - Click the Submit button. The Submit the review pop-up displays. - At the prompt, again, click the Submit button.

References

- Saba Online Help
- http://sabacloud.com/support/index.php/Main_Page