1. Log In to Ascentis Self-Service

2. Select My Self then click on My Performance

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HOME MY SELF MY TE	
Personal Information	Personal Information
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	Use the Family Members section to enter information about your dependents. This is
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3. Welcome to Performance Management Home!

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4. Click on My Self to View Your Talent Profile Summary.

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5. Other views you can access in the Talent Profile:

My Accomplishments:

Employees, managers, and other raters can enter accomplishments throughout the year in this section. Accomplishments are attached to pillars and values. Managers and employees can give feedback on an accomplishment once it has been entered. When an accomplishment is entered, both the employee and manager receive an email.

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My Competencies:

There are core, leadership and job related competencies that can be assigned to an employee by the manager. These can be rated by the employee, manager, and other assigned raters. Feedback can also be given on any competency by the manager and employee.

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My Development Goals:

Development goals are professional development goals you or your manager may set for yourself that are not used to determine your performance rating. An example of this might be achieving an MSN or attending a conference in your discipline.

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My Documents:

You, your manager, or designee can submit documents to be included in your annual review. For example, this employee has submitted an Ascentis Skill Delineation in his Talent Profile.

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My Feedback and Kudos

Any feedback or kudos you have received from your co-workers, managers, or others in the hospital will be viewed here.

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My Summit Goals

Summit Goals are goals that you and your manager establish at the beginning of the year. These goals are weighted and are used to determine your overall annual evaluation score which is used to determine merit increases.

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My Performance Reviews

Your manager will notify you when the performance evaluation cycle starts. You will do a self rating, the manager or designee will rate you, and others might rate your on goal accomplishments. In the annual review process, you sit down with your manager and/or designee and do a formal annual evaluation. The final product is saved into your record and used to determine merit increases in May.

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My To Do List:

If you are asked by your manager to rate colleagues, this task will appear in your to do list. Click on the item to provide the rating. In this example, Aaron Employee has been asked to rate his supervisor, Jane Manager by Sally Department Head.

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