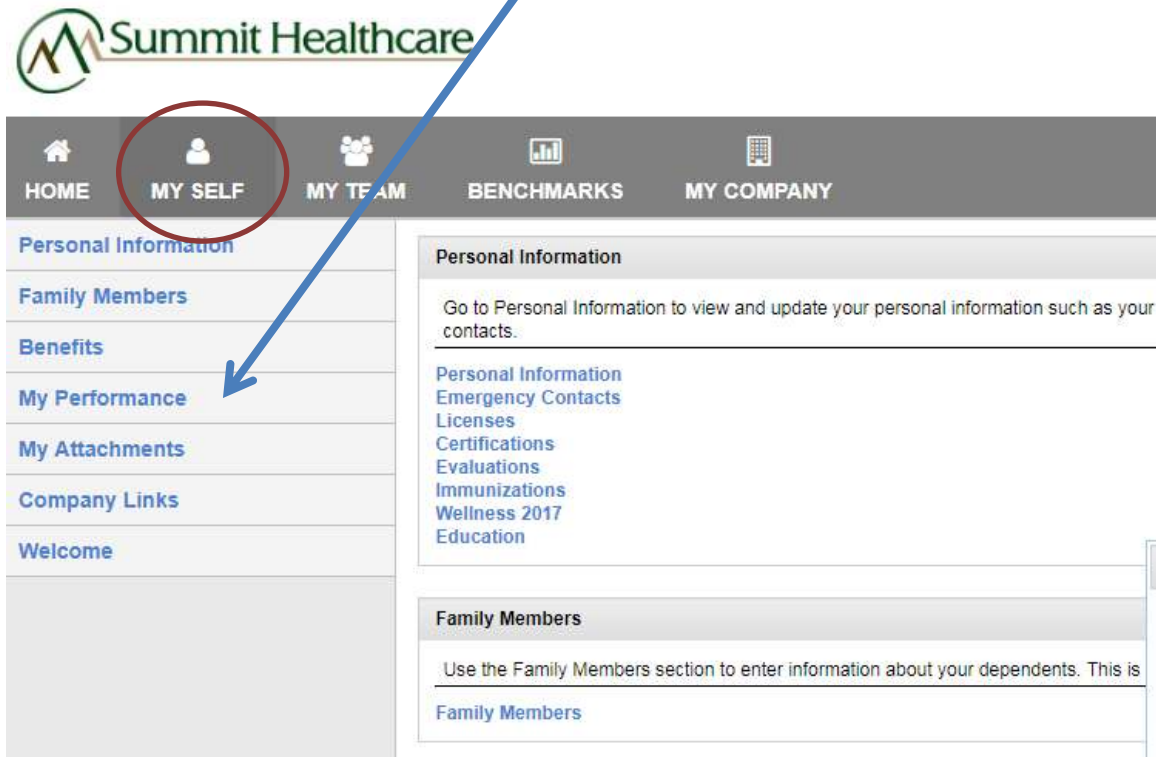


ASCENTIS PERFORMANCE MANAGEMENT ACCESS INSTRUCTIONS

1. Log In to [Ascentis Self-Service](#)

2. Select My Self then click on My Performance



The screenshot shows the Summit Healthcare Ascentis Self-Service interface. The top navigation bar includes icons for HOME, MY SELF (circled in red), MY TEAM, BENCHMARKS, and MY COMPANY. Below the navigation bar is a sidebar menu with options: Personal Information, Family Members, Benefits, My Performance (highlighted with a blue arrow), My Attachments, Company Links, and Welcome. The main content area displays the 'Personal Information' section with a description: 'Go to Personal Information to view and update your personal information such as your contacts.' Below this are links for Personal Information, Emergency Contacts, Licenses, Certifications, Evaluations, Immunizations, Wellness 2017, and Education. The 'Family Members' section is also visible, with a description: 'Use the Family Members section to enter information about your dependents. This is' and a link for Family Members.

3. Welcome to Performance Management Home!



The screenshot shows the Summit Healthcare Ascentis Self-Service interface. The top navigation bar includes icons for HOME, MY SELF, MY TEAM, BENCHMARKS, and MY COMPANY. Below the navigation bar is a sidebar menu with options: HOME, My To-Do's, Family Members, Benefits, My Performance, My Attachments, Company Links, and Welcome. The main content area displays the 'My To-Do's' section with a table of tasks and a 'Welcome to your Talent Management System' banner.

Task Name	Status	Due Date
Complete Team steps training	LOADED	04/14/2017
Review Personal Information Profile	LOADED	04/14/2017
Update Email	LOADED	04/14/2017
Profile Information	Not Submitted	04/30/2017
Take Quality & Safety Training	Not Submitted	04/30/2017
Get H2020	Not Submitted	04/30/2017

**Welcome to your
Talent Management System**

ASCENTIS PERFORMANCE MANAGEMENT ACCESS INSTRUCTIONS

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

Review	Status	Is Self-Completed?
Actual	Pending Release	No

Open Goals	Goal Type	Status	Due
SHINE Goal	Summit Goals	Locked	04/14/2017
Complete Teamwork Training	Development Plan	Locked	04/14/2017
Increase Patient Satisfaction Efforts	Development Plan	Locked	04/14/2017
Professionalism	Summit Goals	Not Submitted	04/30/2016
QI: HCAPPS	Summit Goals	Submitted	04/30/2016
Value: Quality & Safety Templates	Summit Goals	Not Submitted	04/30/2016

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.

Title	Description	Entered By	Date Entered	Feedback
I met my professional goal for July	This is my monthly report for July as indicated in my Summit Goal. I have made extra effort at being team player and having well-managed skills. I even received a kudos from a co-worker!	Manager John	10/20/17 9:22 AM AET	👍
Vigor from Patient	I had the patient bubble the work in Quinlan.	Employee Aaron	10/9/2017 12:05:32 PM	👍
Excellent direct behavior	On Tuesday, August 2 Aaron demonstrated excellent SHINE behavior, in particular Always Work Together. He coordinated team members who were gossiping at the nurse station and did a great job of restoring their behavior and his impact on patient care. He did this in a positive way that promoted discussion with the group rather than defensiveness. Outstanding!	Manager John	10/23/2017 6:07:25 AM	👍 (1)
Meet Team Project	Aaron met a 100% success rate in implementing the merit raise project as evidenced by: limited complaints, on project management timeline and on budget target.	Manager John	1/18/2017 12:24:26 AM	👍

ASCENTIS PERFORMANCE MANAGEMENT ACCESS INSTRUCTIONS

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.

Summit Healthcare

Home | My Self | OWE RUBIOS

Competencies

My Talent Profile

My Summary

My Accomplishments

My Competencies

My Development Goals

My Documents

My Feedback and Ratings

My Career Goals

My Performance Reviews

My To Do List

Instructions: This screen displays Assessment Assigned and Profile Competencies. To add a Profile Competency select the Add link. To Rate/Re-Rate a listed Profile Competency select the check box, the Rate link will be enabled, select the Rate link.

Rate Selected

Competency

Clear All Competency Type: All (X) Competencies to Display: Current (X)

	Type	Competency	Self Rating	Manager Rating	Other Rating	Feedback
<input type="checkbox"/>	Core	Always Be Accountable (SHMC Standard)			Developing	<input type="button" value="Feedback"/>
<input type="checkbox"/>	Core	Always Communicate Clearly (SHMC Standard)	Advanced			<input type="button" value="Feedback"/>
<input type="checkbox"/>	Core	Always Engage (SHMC Standard)				<input type="button" value="Feedback"/>
<input type="checkbox"/>	Core	Always Excel (SHMC Standard)				<input type="button" value="Feedback"/>
<input type="checkbox"/>	Core	Always Monitor High Standards of Quality and Safety (SHMC Standard)				<input type="button" value="Feedback"/>

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.

Summit Healthcare

Home | My Self | OWE RUBIOS

Development Goals

My Talent Profile

My Summary

My Accomplishments

My Competencies

My Development Goals

My Documents

My Feedback and Ratings

My Career Goals

My Performance Reviews

My To Do List

Manage your Development Goals by using the list of goals below. This list below targets the selected Goal Period to the right. Changes you make to a goal in the list are saved after you select the "Save Changes" button.

Development Plan

Status: Unlimited (X) Review Period: All (X)

Name	Self Rating	Manager Rating	Other Rating	Due Date	Complete Date	Status	Feedback
Complete Train-Workshop	0 - New in position (no longer than 6 months)	0 - New in position (no longer than 6 months)	NA	4/14/2017		Locked	<input type="button" value="Feedback"/>
Advance Title's Substantive Effects	0 - New in position (no longer than 6 months)	0 - High Performer/Solid Potential	NA	6/14/2017		Locked	<input type="button" value="Feedback"/>

Development Goal Rating: 0 - New in position (no longer than 6 months) 1 - High Performer/Solid Potential 2 - New in position (no longer than 6 months)

[Add Goal](#) [Save Changes](#)

ASCENTIS PERFORMANCE MANAGEMENT ACCESS INSTRUCTIONS

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.



The screenshot shows the Summit Healthcare interface. The top navigation bar includes the Summit Healthcare logo and a user profile icon. Below the navigation bar, there is a sidebar menu with options like Home, My Self, Give Kudos, and My Documents. The main content area displays a table of documents for the user. The table has columns for Document Name, File Name, Type, Assigned Date, File Size, and Actions. A single document is listed: 'Ascentis Skill Delineation' with a file name 'Ascentis Skill Delineation_JR-Del.docx', type 'Docx', and assigned date '06/14/2017'. The document size is '14.0KB'. There are 'Edit' and 'View' icons for this document. A blue arrow points to the 'My Documents' link in the sidebar.

Document Name	File Name	Type	Assigned Date	File Size	Actions
Ascentis Skill Delineation	Ascentis Skill Delineation_JR-Del.docx	Docx	06/14/2017	14.0KB	Edit View

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.



The screenshot shows the Summit Healthcare interface for the 'My Feedback and Kudos' section. The top navigation bar is the same as in the previous screenshot. The sidebar menu has 'My Feedback and Kudos' selected. The main content area displays a table of feedback and kudos. The table has columns for Related To, Name, Feedback and Kudos, and Assigned By. There are 'Add' and 'Delete' buttons at the top left of the table. A 'Filter' button is at the top right. The table contains four rows of data. A blue arrow points to the 'My Feedback and Kudos' link in the sidebar.

Related To	Name	Feedback and Kudos	Assigned By
Kudos	Kudos	Awesome job well done!	Department Head, JRM
Kudos	Kudos	Aaron, you have been rising, grounded for July 1 kudos and you are being praised and that you have been wearing really pressed scrubs when you come to work. The other day a patient had one that you did really a great job and fantastic PCTT Good job.	Employee, Angie
Development Plan	Development Plan	John Manager changed score to 0	Manager, John
Accomplishment	Accomplishment	Thank you	Employee, Aaron

ASCENTIS PERFORMANCE MANAGEMENT ACCESS INSTRUCTIONS

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.

The screenshot displays the Summit Healthcare performance management system interface. At the top left is the Summit Healthcare logo. The navigation bar includes 'HOME', 'MY SELF', and 'GIVE RUDCS'. The main content area is titled 'To Do List' and features a sidebar menu on the left with options like 'My Salary Profile', 'My Summary', 'My Accomplishments', 'My Competencies', 'My Development Goals', 'My Documents', 'My Feedback and Goals', 'My Summit Goals', 'Performance Reviews', and 'My To Do List'. The 'My To Do List' section is active, showing a table with the following data:

Delegate for Others					
Name	Summit Goals	Development Goals	Completion	Rating	
Manager, Jane	1	0	0		

At the bottom right of the interface, it says 'Powered by Ascentis'.