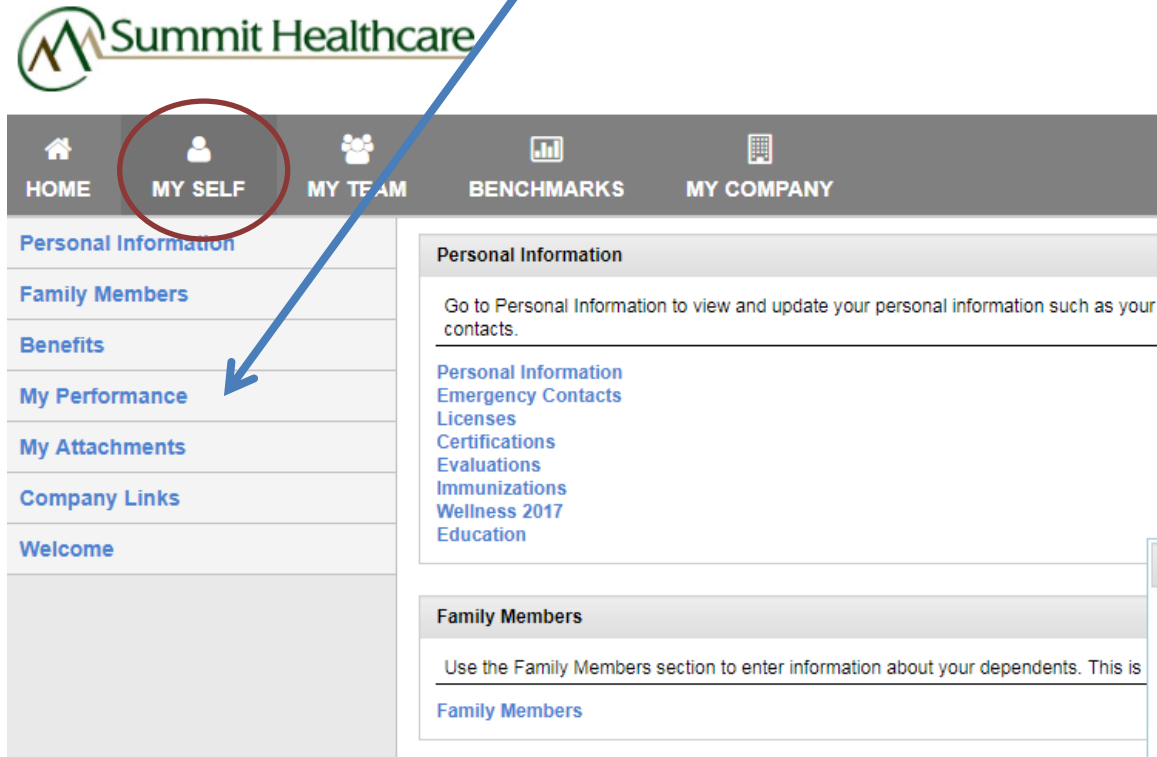


ASCENTIS PERFORMANCE MANAGEMENT ACCESS INSTRUCTIONS

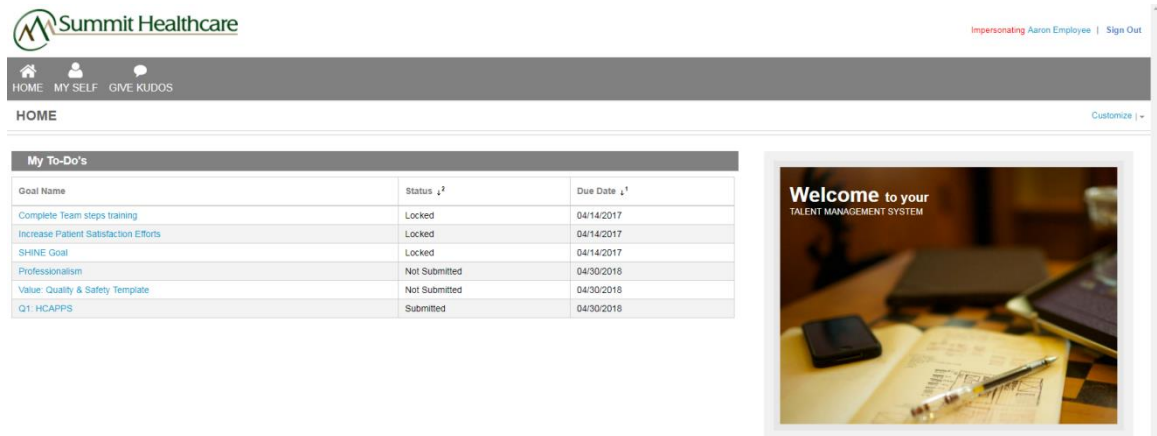
1. Log In to [Ascentis Self-Service](#)

2. Select My Self then click on My Performance



The screenshot shows the Summit Healthcare user interface. At the top is the Summit Healthcare logo. Below it is a navigation bar with icons and labels for HOME, MY SELF, MY TEAM, BENCHMARKS, and MY COMPANY. The 'MY SELF' icon is circled in red. A blue arrow points from the 'MY SELF' icon down to the 'My Performance' link in the left-hand menu. The main content area is divided into two sections: 'Personal Information' and 'Family Members'. The 'Personal Information' section includes a heading, a paragraph of text, and a list of links: Personal Information, Emergency Contacts, Licenses, Certifications, Evaluations, Immunizations, Wellness 2017, and Education. The 'Family Members' section includes a heading, a paragraph of text, and a link for Family Members.

3. Welcome to Performance Management Home!



The screenshot shows the Summit Healthcare Performance Management Home page. At the top is the Summit Healthcare logo. Below it is a navigation bar with icons and labels for HOME, MY SELF, and GIVE KUDOS. The 'HOME' label is highlighted. The main content area is divided into two sections: 'My To-Do's' and a 'Welcome to your TALENT MANAGEMENT SYSTEM' banner. The 'My To-Do's' section contains a table with columns for Goal Name, Status, and Due Date. The 'Welcome to your TALENT MANAGEMENT SYSTEM' banner features a background image of a desk with a laptop, a pen, and a notebook.

Goal Name	Status ²	Due Date ¹
Complete Team steps training	Locked	04/14/2017
Increase Patient Satisfaction Efforts	Locked	04/14/2017
SHINE Goal	Locked	04/14/2017
Professionalism	Not Submitted	04/30/2018
Value: Quality & Safety Template	Not Submitted	04/30/2018
G1: HCAPPS	Submitted	04/30/2018

ASCENTIS PERFORMANCE MANAGEMENT ACCESS INSTRUCTIONS

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

Summit Healthcare

Impersonating Aaron Employee | Sign Out

HOME MY SELF GIVE KUDOS

Talent Profile Summary

My Talent Profile

My Summary

My Accomplishments

My Competencies

My Development Goals

My Documents

My Feedback and Kudos

My Summit Goals

My Performance Reviews

My To Do List

Review	Status	Is Self Completed?
Annual	Pending Release	No

Full Name: Employee, Aaron
Manager Name: Manager, Jane
Hire Date:
Email: eweinacker@summithealthcare.net

Open Goals	Goal Type	Status	Due
SHINE Goal	Summit Goals	Locked	04/14/2017
Complete Team steps training	Development Plan	Locked	04/14/2017
Increase Patient Satisfaction Efforts	Development Plan	Locked	04/14/2017
Professionalism	Summit Goals	Not Submitted	04/30/2018
Q1 HCAPPS	Summit Goals	Submitted	04/30/2018
Value: Quality & Safety Template	Summit Goals	Not Submitted	04/30/2018

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.

Summit Healthcare

Impersonating Aaron Employee | Sign Out

HOME MY SELF GIVE KUDOS

My Accomplishments

Talent Profile Summary

My Accomplishments

My Competencies

My Development Goals

My Documents

My Feedback and Kudos

My Summit Goals

My Performance Reviews

My To Do List

This page provides access to Accomplishments for the selected goal period.

- Accomplishments Filter

Review Period: All (X)

Title	Description	Entered By	Date Entered	Feedback
I meet my professionalism goal for July	This is my monthly report for July as indicated in my Summit Goal. I have made extra effort at being clean shaven and having well maintained scrubs. I even received a kudo from a co-worker!	Manager, Jane	7/20/2017 9:43:44 AM	0
Kudo from Patient	I had five patient kudos this week in Quantros.	Employee, Aaron	1/30/2017 12:18:22 PM	0
Excellent SHINE behavior	On Tuesday, August 8 Aaron demonstrated excellent SHINE behavior, in particular Always Work Together. He confronted team members who were gossiping at the nurses station and did a great job of illustrating their behavior and its impact on patient care. He did this in a positive way that promoted discussion with the group rather than defensiveness. Outstanding!	Manager, John	1/23/2017 8:07:23 AM	1
Merit Raise Project	Aaron had a 100% success rate in implementing the merit raise project as evidenced by: limited complaints, on project management timeline and on budget target.	Manager, Jane	1/19/2017 10:24:26 AM	0

+ Add - Delete

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 Impersonating Aaron Employee | Sign Out

HOME MY SELF GIVE KUDOS

Competencies
Home : Accomplishments : Accomplishment Edit

My Talent Profile

My Summary
My Accomplishments
My Competencies
My Development Goals
My Documents
My Feedback and Kudos
My Summit 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 Filter

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

<input type="checkbox"/>		Type	Competency	Self Rating	Manager Rating	Other Rating	Feedback
<input type="checkbox"/>		Core	Always be Accountable (SHINE Behavior)			Developing	
<input type="checkbox"/>		Core	Always Communicate Clearly (SHINE Standard)	Advanced			
<input type="checkbox"/>		Core	Always Empower (SHINE Standard)				
<input type="checkbox"/>		Core	Always Excel (SHINE Standard)				
<input type="checkbox"/>		Core	Always Maintain High Standards of Quality and Safety (SHINE Standard)				

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 Impersonating Aaron Employee | Sign Out

HOME MY SELF GIVE KUDOS

Development Goals
Home : Accomplishments : Accomplishment Edit

My Talent Profile

My Summary
My Accomplishments
My Competencies
My Development Goals
My Documents
My Feedback and Kudos
My Summit Goals
My Performance Reviews
My To Do List

Manage your Development Goals by using the list of goals below. The 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" action.

Development Plan Filter

Status: Unfinished (X), Review Period: All (X)

<input type="checkbox"/>	Name 1	Self Rating	Manager Rating	Other Rating	Due Date	Complete Date	Status	Feedback
<input type="checkbox"/>	Complete Team steps training	0 - New in position (no lon*	0 - New in position (no longer than 6 months)	NA	4/14/2017	<input type="text"/>	Locked	
<input type="checkbox"/>	Increase Patient Satisfaction Efforts	0 - New in position (no lon*	5 - High Performer/Solid Potential	NA	4/14/2017	<input type="text"/>	Locked	(1)

Development Goal Rating: 0 - New in position (no longer than 6 months) | 5 - High Performer/Solid Potential | 0 - 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.

Summit Healthcare

Impersonating Aaron Employee | Sign Out

HOME MY SELF GIVE KUDOS

Home > Accomplishments > Accomplishment Edit

My Information > Documents

Talent Profile

Summary

Accomplishments

Competencies

Development Goals

My Documents

My Feedback and Kudos

My Summit Goals

My Performance Reviews

My To Do List

Instructions: The following lists documents for this user. To add a new document, select 'Add Document' and complete the record information.

Your data was saved successfully

Document Name	File Name	Type	Assigned Date	File Size	Edit	Delete
Ascentis Skills Delineation	Ascentis Skill Delineation_HR Dept.docx	Other	09/14/2017	112666		

[Add Document](#)

Total Disk Space Used: 112666

Powered by Ascentis.

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.

Summit Healthcare

Impersonating Aaron Employee | Sign Out

HOME MY SELF GIVE KUDOS

Feedback and Kudos

Home

Talent Profile

Summary

Accomplishments

Competencies

Development Goals

Documents

My Feedback and Kudos

My Summit Goals

My Performance Reviews

My To Do List

[Add](#) [Delete](#)

Feedback and Kudos

Filter

Review Period: All (X)

Related To	Name	Feedback and Kudos	Entered By
Kudos	Kudos	Aaron you are swell!	Departmenthead, Sally
Kudos	Kudos	Aaron, you have been nicely groomed for July. I noticed you are clean shaven and that you have been wearing nicely pressed scrubs when you come to work. The other day a patient told me that you are really a clean cut and handsome PCT! Good job.	Employee, Angie
Development Plan	Increase Patient Satisfaction Efforts	John Manager changed score to 5	Manager, John
Accomplishment	Excellent SHINE behavior	Thank you	Employee, Aaron

[Edit](#) [Export](#)

ASCENTIS PERFORMANCE MANAGEMENT ACCESS INSTRUCTIONS

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.

Summit Healthcare Impersonating Aaron Employee | Sign Out

HOME MY SELF GIVE KUDOS

Summit Goals

Talent Profile

Summary

Accomplishments

Competencies

Development Goals

Documents

Feedback and Kudos

My Summit Goals

My Performance Reviews

My To Do List

Summit Goal List Filter

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

Name	Self Rating	Manager Rating	Other Rating	Due Date	Status	Feedback
Professionalism	0 - New in position (no longer than 6 months)	0 - New in position (no longer than 6 months)	NA	4/30/2018	Not Submitted	
Q1: HCAPPS	0 - New in position (no lon...)	5 - Solid Performer/Solid Promotability	NA	4/30/2018	Submitted	
SHINE Goal	0 - New in position (no lon...)	0 - New in position (no longer than 6 months)	NA	4/14/2017	Locked	
Value: Quality & Safety Template	0 - New in position (no longer than 6 months)	0 - New in position (no longer than 6 months)	NA	4/30/2018	Not Submitted	
Summit Goal Rating:	0 - New in position (no longer than 6 months)	5 - Solid Performer/Solid Promotability	0 - New in position (no longer than 6 months)			

[Save Changes](#)

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 you 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.

Summit Healthcare Impersonating Aaron Employee | Sign Out

HOME MY SELF GIVE KUDOS

Performance Reviews

Talent Profile

Summary

Accomplishments

Competencies

Development Goals

Documents

Feedback and Kudos

My Performance Reviews

My Summit Goals

My To Do List

Not Released

Last Updated	Type	Evaluated By	Status
1/23/2017 8:14 AM	Self	John Manager	Not Complete

Released

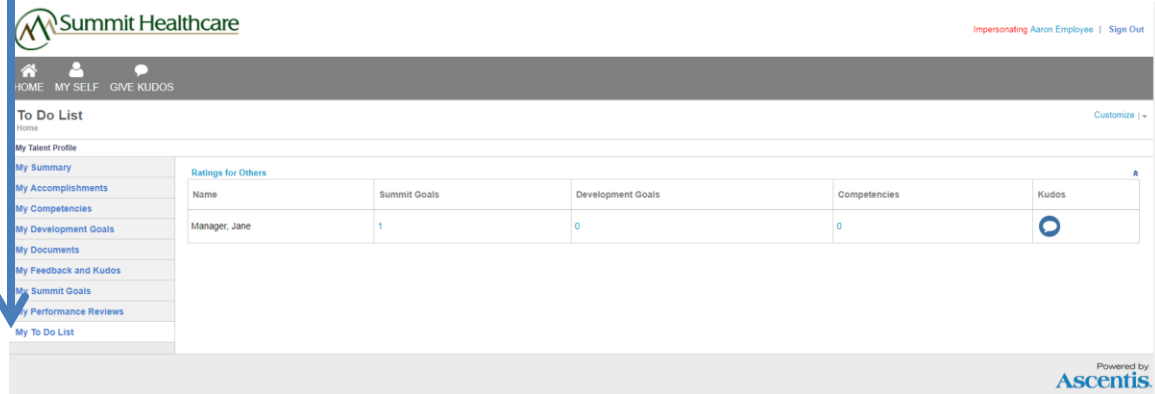
Released On	Released By	Type	Manager Overall Rating	Employee Overall Rating	Employee Comments	Employee Viewed	Actions
No items found.							

[Save](#)


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 shows the Summit Healthcare Ascentis Performance Management interface. The user is impersonating Aaron Employee. The 'To Do List' section is active, showing a task to rate a manager. The table below displays the details of the rating task.

Ratings for Others				
Name	Summit Goals	Development Goals	Competencies	Kudos
Manager, Jane	1	0	0	

Powered by **Ascentis**