Martin-Gatton College of Agriculture, Food and Environment | Business Center

Staff Performance Evaluation (PE) FAQs

Q) How does the process start?
A) Each employee must submit their Self-Evaluation through the myUK portal. Available beginning **typically the first Monday of December.** View the PE Quick Tip Videos on our **[Training page]** for additional guidance.

Q) What is the college PE deadline?
A) March 1. However, please keep in mind that it is a five-step process, so allow plenty of time. Please click here for additional information on the timeline.

Q) What do the ratings mean?
A) The rating scale details are available **here**

Q) I am being asked for a code. What is our "Company Code?"
A) UKY

Q) Where can I find technical support?
A) Review the resources on the Business Center page, and if still stuck, email learningandperformance@uky.edu

Q) How do I save as a pdf and email a copy?
A) Select the printer icon, choose "show form," and then print; from there click on adobe pdf (from 'select printer' options), you should be able save as a pdf and will be able to email the form.

Q) What if an employee worked the entire review year for one supervisor, and then transitioned to a new supervisor. How do we get the PE moved to the previous supervisor for completion?
A) Speak with the previous supervisor to determine a good day to work on the PE (the form can only be transferred for one day at a time). Then email LearningandPerformance@uky.edu to request to have the PE moved on the agreed upon day (please include that date information in the email).

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Q) What if the department head would like to view all PEs for their department (not just their direct reports)?
A) **During** the manager review step, the supervisor can click the <Get Feedback> button to send to the department head. **After** the PE is complete, the department head can also ask all supervisors in their area to click "send copy" to send them a copy.

Q) What if the department head/department HR administrator needs a copy of all completed PE forms?
A) They should inform all supervisors to click the <send copy> button once they have completed the PE(s).

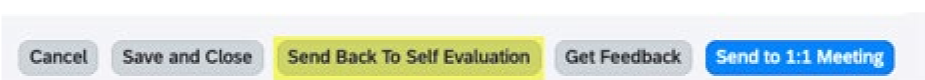
Q) Do employees in a phased retirement assignment need to complete a PE?
A) Yes

Q) Do employees in a post-retirement assignment need to complete a PE?
A) Yes, however it will be a paper form. Please access the form **here**

Q) What if my MJRs/Goal Plan are wrong?
A) Your supervisor should work with the department HR Administrator to get the MJR information updated, via the IES system.

Q) How do I view pervious year forms?
A) Change your "My Forms" setting from "in progress" to "all forms."

Q) What if I accidently sent my PE to the next step before I was ready? How do I get it back?
A) The supervisor can utilize the <Send Back to Self-Evaluation> button. However, do so with caution as all comment/ratings at that current level will be reset (consider copying/pasting into a word document first)- or - Send an email request to learningandperformance@uky.edu



Q) What happens once the 5 steps of the PE process are complete?
A) The supervisor will see a "You're all caught up!" message on their "To Do" tile, and the PE is loaded into the electronic personnel file for the employee(s).

Q) How do I know when my direct reports have completed their Self Evaluations?
A) An email notification will be sent for every completed step in the process. You can also log into the PE system to check.

Q) I am in the manager review step. I have completed all the comments/ratings, but the overall score has not calculated. How do we get the overall score to calculate?
A) Click **<save>** and the rate should calculate.

Additional Resources

Find additional resources on our Training, Employee and Supervisor pages.