

## User Guide Performance Management – Employee

To complete your performance review, log into [talent.okstate.edu](https://talent.okstate.edu) using your O-key credentials.

Step 1. From the home screen you will see My Task in the bottom left-hand corner of the screen. Click on Complete Self Review.

The screenshot displays the OSU Talent Development user interface. At the top, there is an orange header with the OSU logo and a grey bar indicating the user is logged in as 'OSU Talent Development'. Below this is a 'Welcome OSU Talent Development!' message with the slogan 'America's Brightest Orange'. A navigation bar contains five icons: 'LEARNER HOME', 'COMPLETED TRANSCRIPT', 'PLAYLISTS', 'SEARCH JOBS', and 'PERFORMANCE'. The main content area is divided into three sections: 'IMPORTANT MESSAGE' with a LinkedIn Learning announcement and training module information; 'INBOX' with links to view transcripts and connection requests; and 'TASKS' with a table listing a task.

**IMPORTANT MESSAGE**

LinkedIn Learning is here! Use the search bar above to search "LinkedIn Learning" or any search topic to locate learning in the LMS or follow a curated [Learning Path](#) to connect to OSU certificate program content as well as OSU specific resources. You can also access and manage your account through this [OSU LinkedIn Learning link](#).

**\*\*PLEASE READ\*\*** Annual recommended and required training modules are now centrally located in the *Recommended and Required Playlist*. This playlist consists of general university-wide training.

Talk to your supervisor to determine which modules are right for your position and if there are additional training modules you may need.

Additionally, the Division of Agriculture has required Civil Rights trainings, please visit with your DASNR supervisor to discuss the required trainings or visit the Civil Rights playlist.

**ACTIVE AREA**

- Sponsored
- Leadership
- Procurement

**INBOX**

[View transcript](#)  
(0 approved training selection(s))  
(Registered for 17 training selection(s))

[View connection requests](#)  
(3 pending connection request)

**TASKS**

	Due Date
<a href="#">Complete Self Review (Annual)</a>	7/14/2023

Step 2. The next screen will show the review step progress. Click **Get Started** to start the self-review.

Development

## General Performance Evaluation

Options ▾

**OSU Talent Development**  
Coor HR Trng  
7/1/2022 - 6/30/2023

0%

### Overview

The supervisor will begin by identifying the employee's key performance responsibilities and adding them to the performance review. The supervisor may wish to ask the employee for input regarding the key performance responsibilities. In all cases, the key performance responsibilities need to directly relate to the position description.

The employee will complete a self-review, detailing ways in which they have met the expectations regarding performance factors and key responsibilities, and ways in which they will continue to improve and grow in each area.

The supervisor will then complete their portion of the review, detailing ways in which the employee has met the expectations regarding performance factors and key responsibilities, and ways in which the employee will continue to improve and grow in each area.

The performance review will also be routed to the indirect manager for review, approval, and suggested revisions, if necessary. Once the performance review is approved and signed electronically by the indirect manager, the supervisor and employee will meet to discuss the review, progress made in performance, the employee's self-review, the supervisor review, and progress towards objectives and goals for the upcoming year. The supervisor and employee will then complete the electronic signatures. The employee has the right to make a written statement or rebuttal within ten days of the meeting to discuss the review. Such statement will be kept in the employee's personnel file.

If an employee's overall rating is below a 3.0, the supervisor must work with OSU Human Resources to take appropriate corrective action. *(Please note that the rounded overall rating is not used for performance review scores. Only the true overall rating is recorded.)* The employee should be placed on a performance improvement plan for a specific length of time, usually up to three months. The performance improvement plan will be a separate document provided to the employee. During the duration of the performance improvement plan, the supervisor should work with the employee providing feedback on a monthly (if not more frequent) basis.

Refer to the HR website for additional information (<http://hr.okstate.edu/hr/supertools>).

### Review Step Progression

- Key Performance Responsibilities
- Self Review  
Due: 7/14/2023
- Supervisor Review
- Indirect Manager Review
- Supervisor Sign Off
- Employee Sign Off
- HR Holding Queue

**Get Started**



Step 5. The next section of the review is Core Competencies. Please rate and comment on each competency. Then click **Save and Continue**.

**General Performance Evaluation** Options

**OSU Talent Development**  
Coor HR Trng  
7/1/2022 - 6/30/2023

33%

### Core Competencies

Please evaluate the employee on the following competencies.

**Professionalism**

Exhibits a courteous, conscientious and businesslike manner in the workplace. Actively endorses and supports OSU's mission and works for fulfillment of vision and goals while acknowledging the contribution of ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge. Seeks excellence in all endeavors and is committed to continuous improvement. Seeks knowledge that will provide skills that enable improved job performance.

Select

Comments:

**Teamwork**

Promotes a positive work environment by behaving and communicating in a manner that is respectful of others. Encourages cooperation, collaboration, and co-ownership of success. Communicates honestly and openly, listens attentively, and assumes responsibility for resolving difficulties appropriately. Supports diversity in establishing relationships in which all individuals are valued, appreciated and included.

Select

Comments:

Back Save and Exit **Save and Continue**

Step 6. The next screen is Accomplishments and Goals. Provide comments and click **Save and Continue**.

**General Performance Evaluation** Options ▾

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7/1/2022 - 6/30/2023

67%

**Accomplishments and Goals**

Please provide details on Accomplishments and Goals.

**ACCOMPLISHMENTS:** Review progress toward goals and staff development achievements established for this evaluation period. Be sure to include any additional goals established during the course of the rating period. Discuss not only strengths and/or significant accomplishments but also difficulties and recommended actions.

Comments:

**GOALS:** Supervisor and employee discussion of future goals/objectives is essential. List specific position goals/objectives and staff development opportunities to work toward during the next evaluation period. Include time

Step 7. This screen will show you a completion summary. When you are ready click **Submit**. You will see a second **Submit Review** pop up reminder (no changes can be made after you submit).

**General Performance Evaluation** Options ▾

**OSU Talent Development**  
Coor HR Trng  
7/1/2022 - 6/30/2023

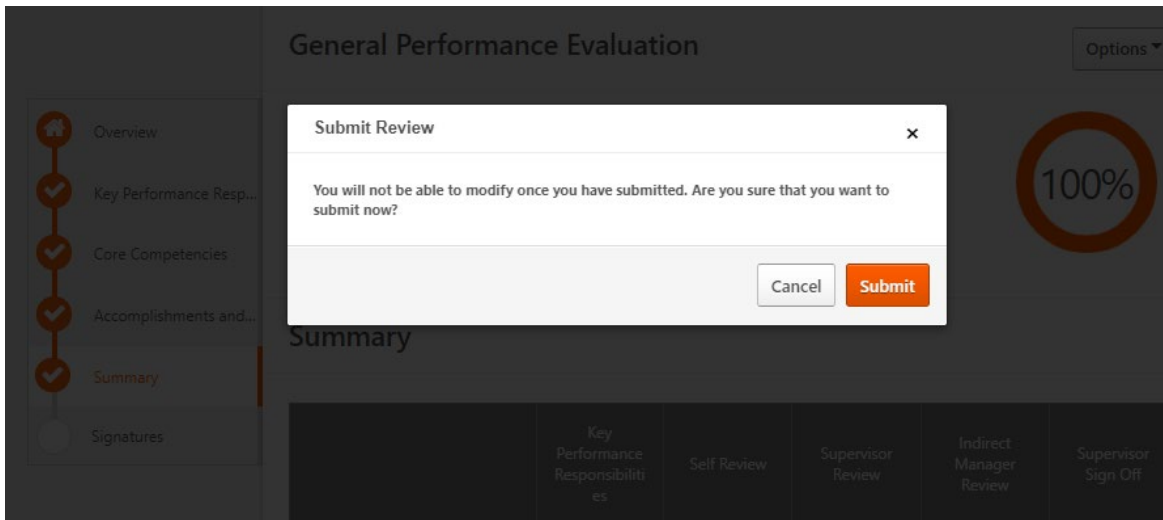
100%

**Summary**

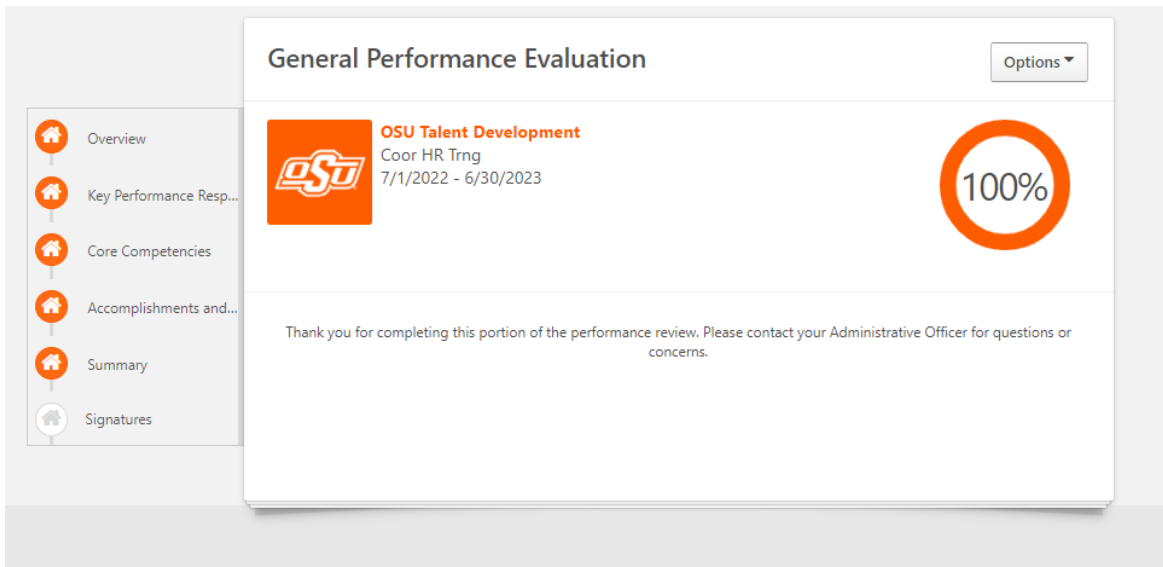
	Key Performance Responsibilities	Self Review	Supervisor Review	Indirect Manager Review	Supervisor Sign Off
Key Performance Responsibilities	N/A	-	-	-	-
Core Competencies	-	-	-	-	-
Accomplishments and Goals	-	N/A	-	-	-
<b>Overall</b> ⓘ					

Back Submit

When ready click **Submit**.



You should see a confirmation page.



## Employee Sign Off Instructions

Step 1. After all approvals are received and your supervisor has met with you one-on-one to go over your review, you will be asked to sign off on the final review. To sign off, log into <http://talent.okstate.edu>. Click the performance review under the My Tasks widget. On the next screen click **Get Started** in the bottom right corner of the screen.


Welcome OSU Talent Development!

America's Brightest Orange

You can access your professional development through the **LEARNING** portal. **SEARCH JOBS** if you are managing or looking for open positions, or access your performance review through the **PERFORMANCE** widget. For more detailed information on Talent Development services and opportunities please visit the **TALENT DEVELOPMENT** website.

**L** LEARNER HOME   **T** COMPLETED TRANSCRIPT   **P** PLAYLISTS   **J** SEARCH JOBS   **P** PERFORMANCE

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**INBOX**

[View transcript](#)  
(0 approved training selection(s))  
(Registered for 17 training selection(s))

**TASKS**

	Due Date
<a href="#">Complete Self Review (Annual)</a>	6/21/2023

**Review Step Progression**


- Key Performance Responsibilities
- Self Review
- Supervisor Review
- Indirect Manager Review
- Supervisor Sign Off
- Employee Sign Off**   
Due : 6/21/2023
- HR Holding Queue



Get Started

Step 2. Review the evaluation if needed and proceed to the Signatures page. Read the statement under signatures, then type your first and last name and click **Sign**. Once signed click **Submit**.

**General Performance Evaluation** Options ▾

 **OSU Talent Development**  
Coor HR Trng  
7/1/2022 - 6/30/2023

**75%**

### Signatures

I acknowledge that I have seen this report and have been apprised of my evaluation. I understand that I may make a written statement within ten working days. If a statement is submitted within ten days, it will be placed in my employee file.

Self  
 **Sign** ←

Manager  
sdm Date : 6/14/2023

Indirect Manager  
sdm Date : 6/14/2023

Back Save and Exit **Submit** ↑