User Guide Performance Management – Employee

To complete your performance review, log into 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.

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

Step 3. The first section of the review is Key Performance Responsibilities. You will see four Key Performance Responsibilities entered for you by your supervisor. Please rate and comment on each responsibility. Select the appropriate rating from the drop down under the responsibility and then comment on your performance related to the responsibility.

Step 4. Complete this step for all responsibilities listed then click **Save and Continue** to move to the next section.

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

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

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).

When ready click **Submit**.
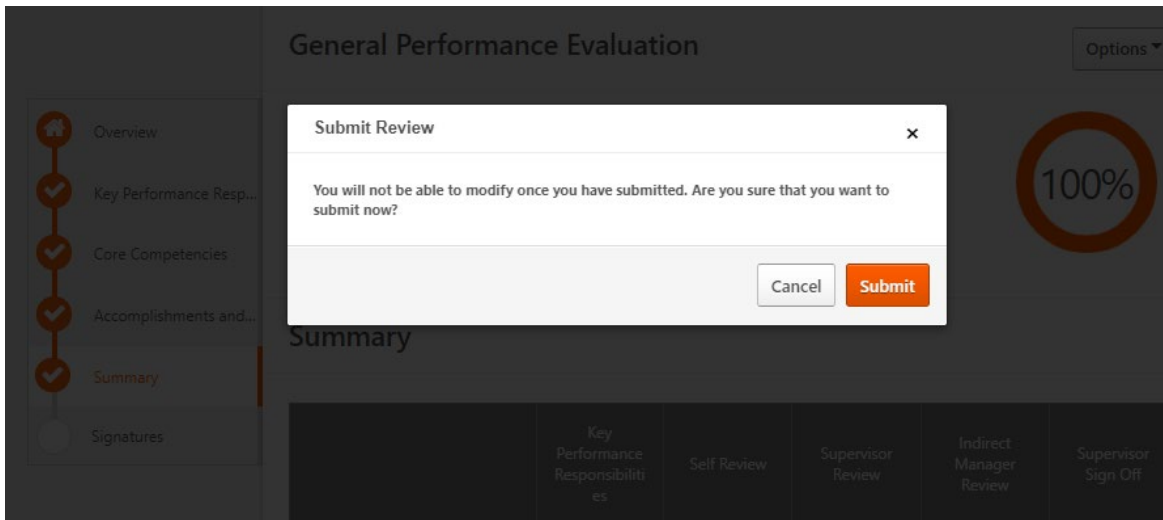
You should see a confirmation page.
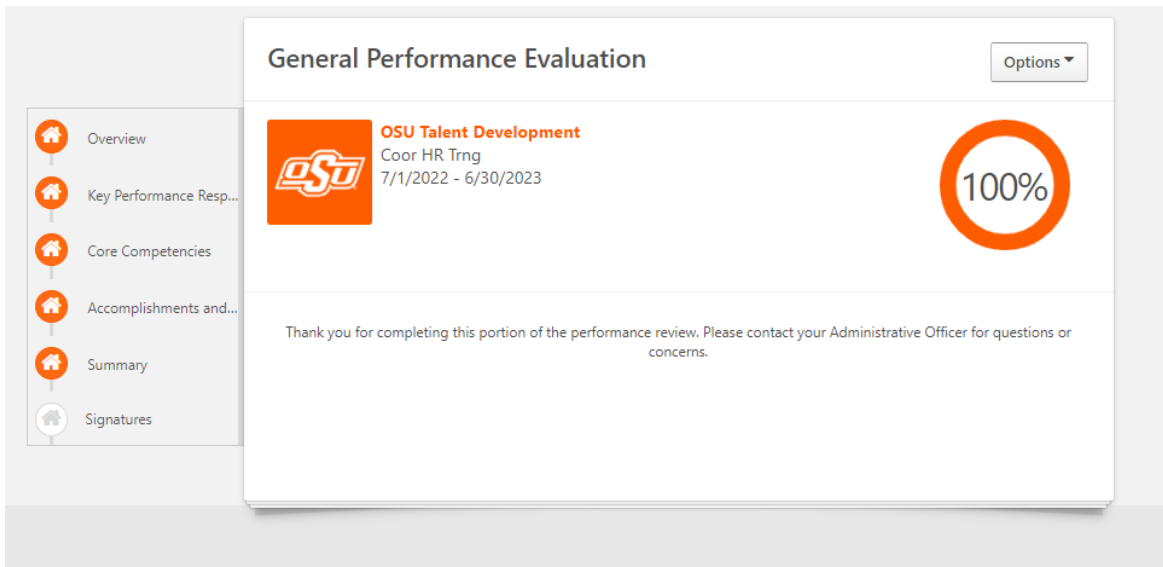
Employee Sign Off Instructions

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.

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**.