User Guide Performance Management – Indirect Manager

Step 1. Log into talent.okstate.edu with your O-Key credentials. On your Welcome Page, within the My Tasks widget, you should see the performance evaluation for the employee you will be evaluating.

Step 2. Select the performance evaluation under My Tasks.

Step 3. The performance evaluation should open up to a summary page where you can see the previously completed section of the evaluation. Click on the **Get Started** button to start your review of the performance evaluation.

Step 4: Review the Key Performance Responsibilities, Core Competencies, and Accomplishments and Goals sections completed by the supervisor and employee and click **Save and Continue**.

Step 5: You should now see a summary page, click **Next**.

Step 6: You will now be asked to sign the performance evaluation to verify your review. Type your name into the box, click **Sign** and then **Submit**.

Step 7: Click **Submit** a final time.