

## User Guide Performance Management – Indirect Manager

Step 1. Log into [talent.okstate.edu](https://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.

### 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 **PERFORMANCE** for more detailed information on Talent Development services and opportunities please visit the **TALENT DEVELOPMENT** website.



#### 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.

#### INBOX

[View transcript](#)  
(0 approved training selection(s))  
(Registered for 5 training selection(s))

#### TASKS

	Due Date
<a href="#">Complete Indirect Manager Review of OSU Talent Development (Annual)</a>	6/28/2023



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.

The screenshot displays the 'General Performance Evaluation' interface. At the top, there is a navigation sidebar with a home icon and a list of steps: Overview (selected), Key Performance Resp..., Core Competencies, Accomplishments and..., Summary, and Signatures. The main content area is titled 'General Performance Evaluation' and includes an 'Options' dropdown. Below this, the 'OSU Talent Development' logo is shown along with the text 'Coor HR Trng' and the dates '7/1/2022 - 6/30/2023'. A circular progress indicator shows '0%'. The 'Overview' section contains several paragraphs of text detailing the review process, including instructions for supervisors and employees, and a note about corrective action for ratings below 3.0. At the bottom of the main content area, there is a 'Review Step Progression' section with a vertical list of steps: Key Performance Responsibilities, Self Review, Supervisor Review, Indirect Manager Review (Due: 6/28/2023), Supervisor Sign Off, Employee Sign Off, and HR Holding Queue. Each step has a checkmark icon. At the bottom right of the interface, there are two buttons: 'Reopen Step' and 'Get Started'. A blue arrow points to the 'Get Started' button.

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**.

**General Performance Evaluation** Options ▾

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

0%

### Key Performance Responsibilities

**Supervisors:** Please list one key performance responsibility in each comment box. After the employee has completed the self-review, the review will route back to you for further evaluation where you will be able to rate and add further comments related to the responsibility listed.

**Employees:** Please provide a rating and comments regarding your performance related to the responsibility your supervisor listed in the comment section.

Responsibility 1
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Step 5: You should now see a summary page, click **Next**.

**General Performance Evaluation** Options ▾

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

75%

### Summary

Overall Rating ?  
**Exceeds Expectations**

	Key Performance Responsibilities	Self Review	Supervisor Review	Indirect Manager Review	Supervisor Sign Off
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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**.

**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  
Pending Signature

Manager  
Pending Signature

Indirect Manager  
 **Sign**

Back Save and Exit **Submit**

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

**General Performance Evaluation** Options ▾

100%

### Summary

Key Performance Responsibilities	Self Review	Supervisor Review	Indirect Manager Review	Supervisor Sign Off
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**Submit Review** ×

You will not be able to modify once you have submitted. Are you sure that you want to submit now?

Cancel **Submit**