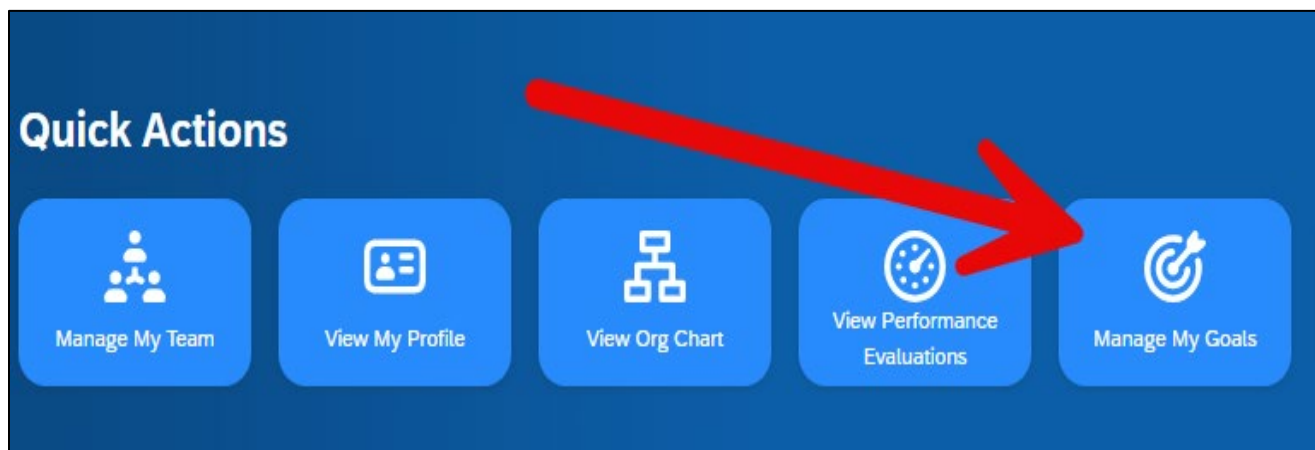


Mid-year evaluations at UK

Mid-year evaluations at UK are more informal than PEs (Performance Evaluations). A mid-year evaluation is a chance to catch up with employees. Goals can be added to an employee's Professional Development Goal Plan using SuccessFactors, or you can go over an employee's Major Job Responsibilities (MJRs) in the system.

Using the PE system to check your team's MJRs

Visit your “Manage My Goals” tile.



Use the People Selector to choose the employee whose MJRs you wish to check.

People Selector

☐ Include inactive users in search results

-Patient Care Manager/UKHC

>

Manager

-Nursing Operations Director/UKHC

>

Direct Reports

Nurse Clinical/UKHC

>

Nursing Care Tech/On-Call/UKHC

>

-Nurse Clinical/UKHC

>

-Nursing Care Technician/UKHC

>

Ensure you have the correct Goal Plan highlighted, then you should see the respective MJRs (if UKHC leadership, their goals for the year).

People Selector

☐ Include inactive users in search results

Manager

Direct Reports

- Nurse Clinical/UKHC
- Nursing Care Tech/On-Call/UKHC
- Nurse Clinical/UKHC
- Nursing Care Technician/UKHC

Performance Goals
2024 Nursing Goal Plan
 Jul 1, 2023 - Jun 30, 2024

5 Goals

In Progress Reviewed ... Carryover Complete Incomplete

100 %
Weight (Total)

[Introduction](#)

▼ UKHC

Quality and Safety for Patient Care ...

Complete 0%

[View Details](#) 25%

Patient Centeredness ...

Complete 0%

[View Details](#) 20%

Teamwork ...

Complete 0%

[View Details](#) 20%

Efficiency ...

Complete 0%

[View Details](#) 25%

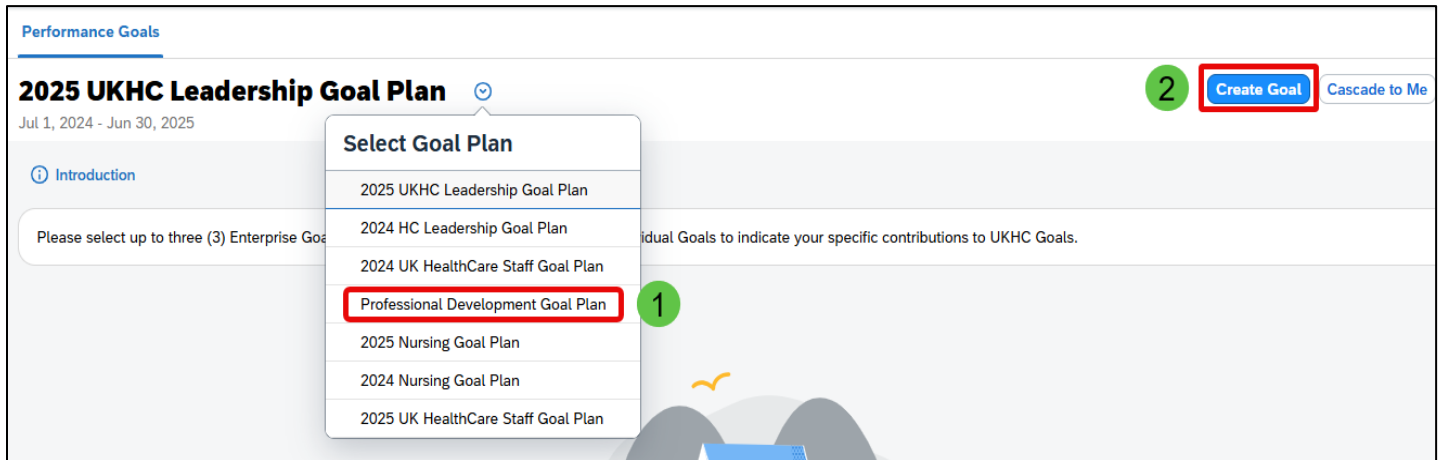
Professional Development and Competency ...

Complete 0%

[View Details](#) 10%

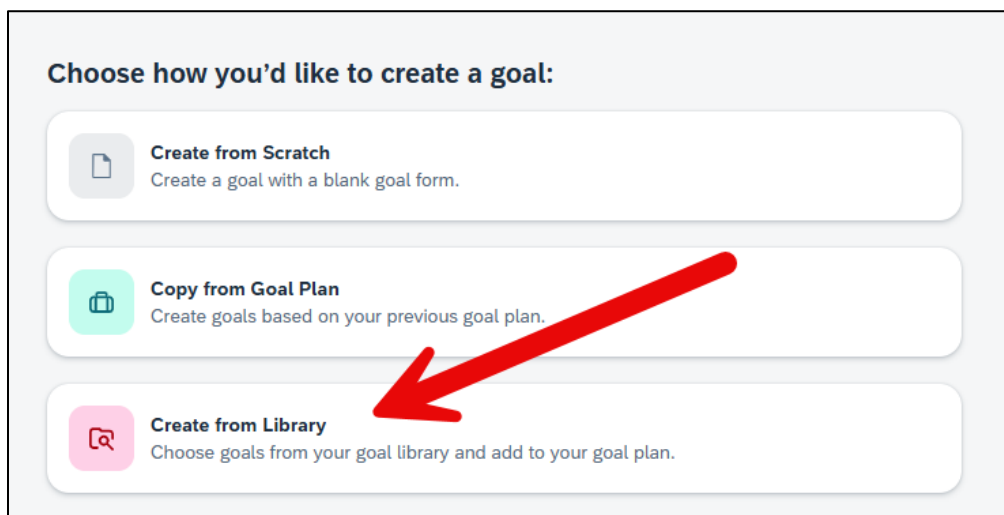
Adding the Check-In Goal to an employee's Professional Development Goal Plan

Using the same steps as above, select your employee in the “Manage My Goals” tile then, using the drop down, navigate to their Professional Development Goal Plan.



1. After selecting the Professional Development Goal Plan
2. Click “Create Goal.”

In the pop-up window, select “Create from Library.”



Within the Goal Library, select what type of goal you're searching for by category.

1. Select Goals

Select up to 10 goals in total.

[By Category](#) [Via Search](#)

- > Customer Service
- > Finance & Accounting
- > HR
- > IT
- > Management
- > Marketing
- > UKHC Leadership Goals
- > UKHC Nursing Goals
- > UKHC Staffing Goals
- > Ambulatory

Navigate within the drop-down menu(s) to find the appropriate Nursing Mid-Year Review goal.

> FY2024 Nursing Mid-Year Review

✓ FY2025 Nursing Mid-Year Review

☒ FY 2025 MJRs reviewed, staff verbalized understanding, and manager discussed how employee can contribute to meeting these expectations.

After selecting the proper goal you can customize the goal within the fields on this screen.

2. Edit Goals

Make changes to the selected goals as needed or instructed.

[Back](#)

Professional Development: *

FY 2025 MJRs reviewed, staff verbalized understanding, and manager discussed how employee can contribute to meeting these expectations.

365 characters left [Legal Scan](#)

Goal:

UK

Results/Notes:

[Previous](#) [Next](#) [Cancel](#)

When you're satisfied, click "next" and then choose Save – this adds the goal to the employee's Professional Development Goal Plan.