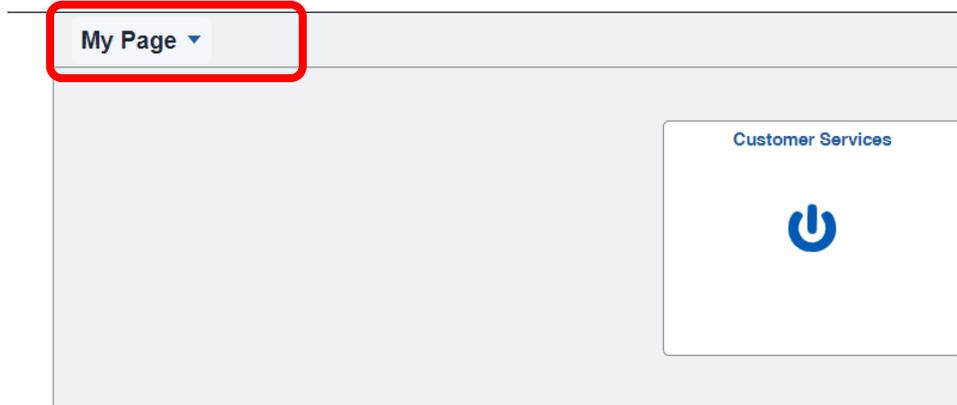




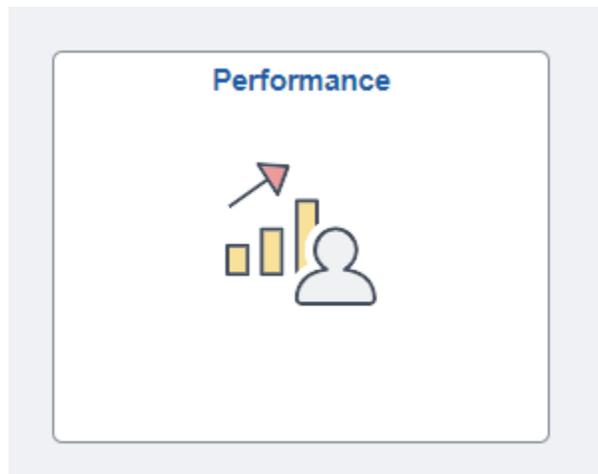
Maryland Judiciary
Department of Human Resources
Completing Performance Evaluations

To Access Performance Evaluations an Employee:

1. Click on the Home Page Drop down and select Employee Self Service.



2. Click on the Performance tile.





Maryland Judiciary
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3. Your Performance Evaluation will appear under **My Current Documents**.

My Current Documents
My Historical Documents
Evaluations of Others
Historical Evaluations of Others



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4. You will be taken to the Performance Document for your Self-Evaluation.
NOTE: The Self-Evaluation MUST be completed by the employee.

Performance Process

Steps and Tasks

- Complete Self Evaluation
Due Date 03/02/2021
Update and Complete
- Review Manager Evaluation
Due Date 05/01/2021

Annual Performance Appraisal

Self-Evaluation - Update and Complete

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

Long Format | Calculate All Ratings

Performance Factors | Development Goals

Section 1 - Competencies

Enter ratings and comments for each competency and behavior listed below, if applicable.

Expand | Collapse

- Competency 1: Cooperation and Support
- Competency 2: Work Quality
- Competency 3: Dependability
- Competency 4: Job Knowledge and Skills
- Competency 5: Work Quantity

Competencies Summary

Employee Rating: 0.00

Employee Comments: Writing Tools

Select "Expand" under section 1 to expand all the Competencies at once, or you can select the right facing arrow to expand each competency individually.



Maryland Judiciary
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Completing Performance Evaluations

5. You must complete the “Employee Comments” under each Competency listed.

Performance Process

Steps and Tasks

- Complete Self Evaluation
Due Date 03/02/2021
Update and Complete
- Review Manager Evaluation
Due Date 05/01/2021

Annual Performance Appraisal

Self-Evaluation - Update and Complete

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

Long Format | Calculate All Ratings

Performance Factors | Development Goals

Section 1 - Competencies

Enter ratings and comments for each competency and behavior listed below, if applicable.

Expand | Collapse

Competency 1: Cooperation and Support

Description : The employee demonstrates good interpersonal and relationship skills. The employee is cooperative and courteous with management, coworkers and customers.

Employee Comments

Writing Tools

Created By: Template 12/14/2020 11:20AM

- Competency 2: Work Quality
- Competency 3: Dependability
- Competency 4: Job Knowledge and Skills
- Competency 5: Work Quantity

Competencies Summary



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- Under “Competences Summary,” enter your self-assessed Employee Rating and enter your comments in the summary.

Performance Process [Settings] [Back]

Steps and Tasks [Refresh] [Menu]

- Complete Self Evaluation
Due Date 03/02/2021
Update and Complete
- Review Manager Evaluation
Due Date 05/01/2021

Annual Performance Appraisal

Self-Evaluation - Update and Complete
Expand | Collapse

▼ **Competency 1: Cooperation and Support**

Description : The employee demonstrates good interpersonal and relationship skills. The employee is cooperative and courteous with management, coworkers and customers.

Employee Comments [Writing Tools]

Created By: Template 12/14/2020 11:20AM

► **Competency 2: Work Quality**

► **Competency 3: Dependability**

► **Competency 4: Job Knowledge and Skills**

► **Competency 5: Work Quantity**

Competencies Summary

Employee Rating [Dropdown] 0.00

Employee Comments [Writing Tools]



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7. Select the “Developmental Goals” tab. Select “Expand” to see all areas of the Employee Goals.
 - a. Information must be entered for Employee Goals. Select either Long-term Goal, Short-term Goal or Stretch Goal.
 - b. Information must be entered in the Goals Summary.

Performance Process

Steps and Tasks

- Complete Self Evaluation
Due Date 03/02/2021
Update and Complete
- Review Manager Evaluation
Due Date 05/01/2021

Annual Performance Appraisal

Self-Evaluation - Update and Complete
Plan/Grade [Redacted]
Years of Service [Redacted]
[Rating History](#)

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

[Long Format](#) | [Calculate All Ratings](#)

Performance Factors | **Development Goals**

Section 2 - Employee Goals

Enter ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

[Expand](#) | [Collapse](#) | [Add Goal](#)

Goal 1: Development Goals

Description :

Long Term Goal Short Term Goal Stretch Goal

Employee Rating

Employee Comments

Writing Tools

Created By **Template** 12/14/2020 11:20AM

Goals Summary

Employee Comments

Writing Tools



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Completing Performance Evaluations

8. Review your Self-Evaluation. Please review your Self-Evaluation before saving it because you will no longer be able to edit your Self-Evaluation once you select “Save.” If complete, select “Save” and then “Complete” in that order.

Annual Performance Appraisal

Self-Evaluation - Update and Complete

Document Type: Annual Performance Appraisal
Template: [Redacted]
Status: Evaluation in Progress

Employee Data

Employee ID: [Redacted]
Department: [Redacted]
Location: [Redacted]
Plan/Grade: [Redacted]
Years of Service: [Redacted]
[Rating History](#)

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

[Long Format](#) | [Calculate All Ratings](#)

Performance Factors | **Development Goals**

Section 1 - Competencies

Enter ratings and comments for each competency and behavior listed below, if applicable.

[Expand](#) | [Collapse](#)

- Competency 1: Cooperation and Support
- Competency 2: Work Quality
- Competency 3: Dependability
- Competency 4: Job Knowledge and Skills
- Competency 5: Work Quantity

Competencies Summary

Employee Rating: Meets Standards (2.30)

Employee Comments: [Writing Tools](#)

TEST

Save **Complete**