

KRONOS PERFORMANCE EVALUATION GUIDE FULL-TIME EMPLOYEE EDITION

Foundation Performance Evaluation Contact

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Cal Poly Pomona Foundation, Inc.

Employment Services


EMPLOYEE (PART 1)

1. Login to your Kronos Workforce Ready (UKG) Account.
2. On the top right-hand corner, click on your “**To-Do Bell**”.



2:45 PM (PDT)



 **Aneth Test Employee**
Employee ID: 18 | Hired Date: 03/21/2021 (2 Months, 5 Days)

Today's Tasks ↻
1
New To Do's

1
Notifications to Review


3. Click on “**My To Do Items**”. You will see a “Review Performance Review” item on your list. Click on “**Review**”

My To Do Items 1 | **My Notifications** 0 | **My Checklists** 0


[← My To Do Items](#) REJECT APPROVE

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☐ Select all (0/0) Filter (0) More

 **Review Performance Review**
Aneth Test Employee
Aneth Test Employee: First FT Annual Perform...
Created May 26, 2021, 2:40 pm

Review Performance Review

 **Aneth Test Employee** (18)

[View Workflow](#)

Created	May 26, 2021, 2:40 pm	Employee Name	Aneth Test Employee
Scheduled Date	Mar 21, 2022	Name	Aneth Test Employee: First FT Annual Performance Review (2022/03/21)

REVIEW

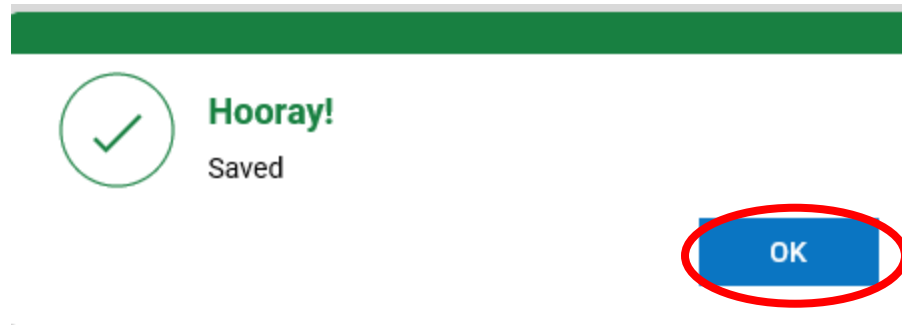
4. Read the instructions. Once done click on the “Performance Review” tab.
5. Please rate and comment on each of the company competencies.
6. Comments should include factual information and be descriptive. Discuss specific examples.

The screenshot shows the top of a web application. On the left, there is a logo for 'Cal Poly Pomona Foundation' and a hamburger menu icon. The time '10:57 AM (PDT)' is displayed. On the right, there are icons for help and notifications (with a red '2' badge). Below the header, there is a navigation bar with a back arrow and the text 'Performance Review'. To the right of this are buttons for 'VIEW PRIOR REVIEWS', 'SAVE', and 'SUBMIT'. Below the navigation bar, the user's name 'Aneth Test Employee (18)' and status 'Status: In Progress' are shown. A tabbed interface has four tabs: 'Instructions', 'Info', 'Performance Review' (which is highlighted with a blue border), and 'Summary'. The main content area shows a section titled 'COMPETENCIES' with a sub-section 'Company Competencies' below it. The 'COMPETENCIES' title is circled in red.

7. Upon completing all competencies based on your work performance click “**Save**” on the top right-hand corner.

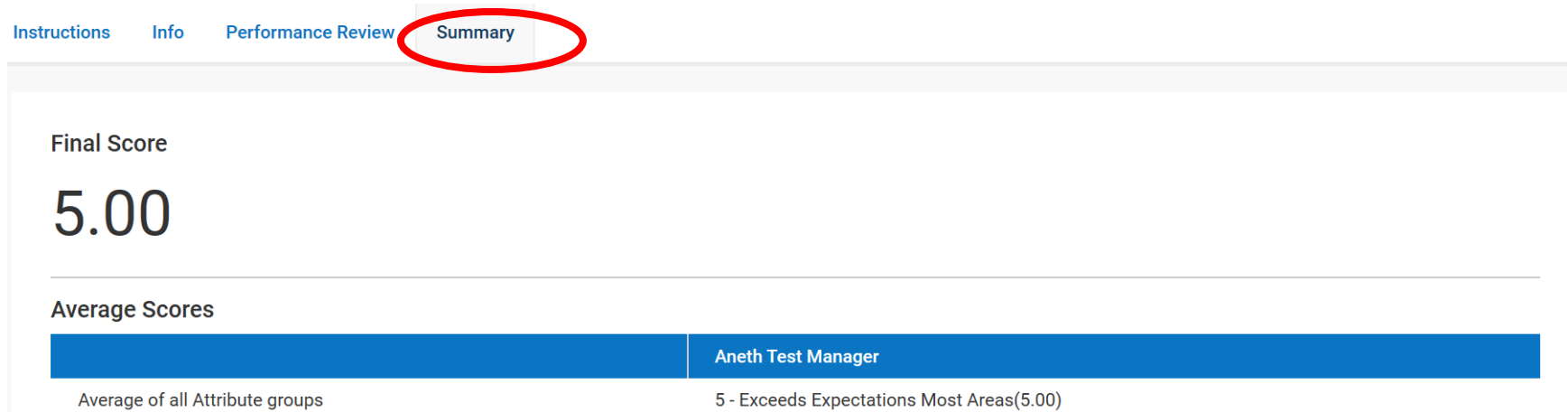
This screenshot shows the bottom of the interface. It includes the same help and notification icons as the previous screenshot. Below them is a row of buttons: 'VIEW PRIOR REVIEWS', a dropdown arrow, 'SAVE' (which is circled in red), and 'SUBMIT'. There are also three dots to the right of the 'SUBMIT' button.

8. Once your work has been saved successfully, you will receive this “**Hooray!**” message. Click “**OK**”.



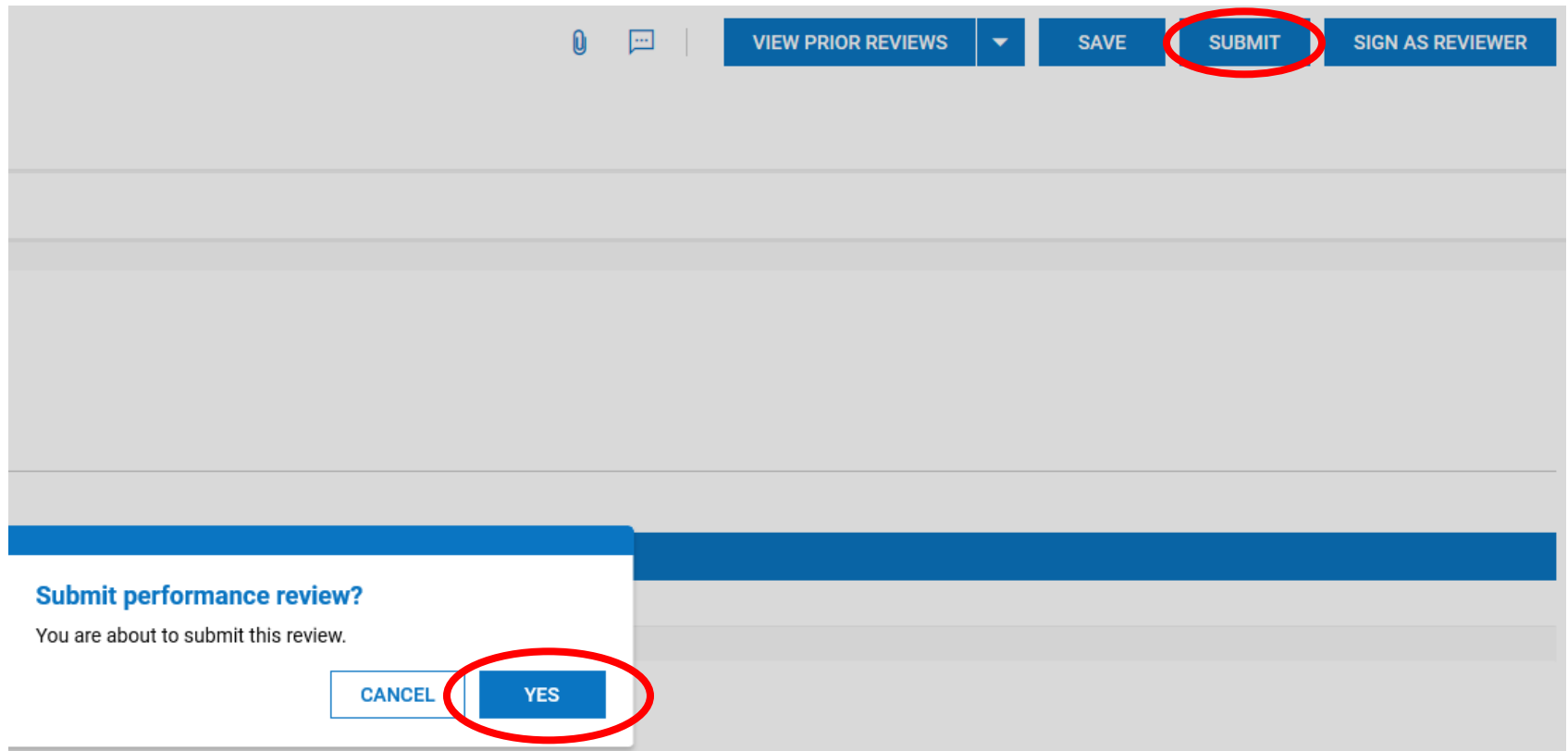
9. Next, click on the “**Summary**” tab.

10. Review and verify that you have filled out each competency to the best of your ability.

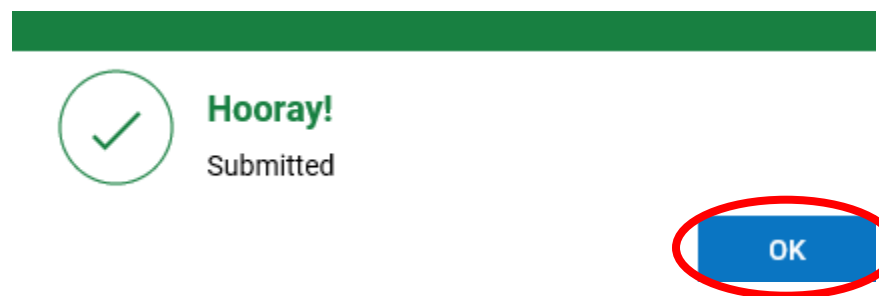


11. Once the review and verification process is complete you will go to the top right-hand corner and click “**Submit**”

12. A pop-up window will appear asking “**Submit performance review?**” Click “**Yes**”.



13. Once your work has been reviewed successfully, you will receive this “**Hooray!**” message. Click “**OK**”.



14. Your manager will schedule a time for you two to meet to discuss the Performance Evaluation.

EMPLOYEE (PART 2)

****Complete once your Manager has reviewed the Employee Performance Evaluation with you in person****

1. Login to your Kronos Workforce Ready (UKG) account.
2. Go to your To-Do Bell on the top right-hand corner.
3. Review and read your “**Notifications**”.
4. Go to “**My To Do Items**”.
5. Read your “**Collect Note**” message and follow the instructions.
6. Once done click “**Add Note**”.

My To Do Items **1** **My Notifications 1** My Checklists 0

← My To Do Items REJECT APPROVE

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☐ Select all (0/0) Y (0) ...

Collect Note
Performance Review Request
Aneth Test Employee
Created May 25, 2021, 3:47 pm

Please add your comments regarding your evaluation. After submitting this note, please click Sign in your To Do items to complete this portion of the review. Employee Acknowledgment: My signature means my supervisor has discussed this document with me and that I have been given the opportunity to make comments, but it does not necessarily imply my agreement with its contents.

Comment

SKIP **ADD NOTE**

7. Then sign by clicking “**Sign**” at the bottom right hand corner.
8. Review your evaluation once more. When ready click “**Sign as Employee**” on the top right-hand corner.

← My Performance Review



SAVE

SIGN AS EMPLOYEE




Aneth Test Employee (18)

Status: In Progress

9. In order to sign you will need to type in your last 4 of SSN.

Sign As Employee

 Please type your (Aneth Test Employee) SSN to confirm.


Last 4 of SSN *

By clicking the "OK" button, you acknowledge that you have read, understand and agree to the terms and conditions of this form.

CANCEL

I AGREE

10. Once you agree you will receive a “**Hooray**” message! Click “**OK**”.



Hooray!

Performance Review has been successfully signed

OK

11. Last step the Human Resources Department will check all information and finalize your performance review.