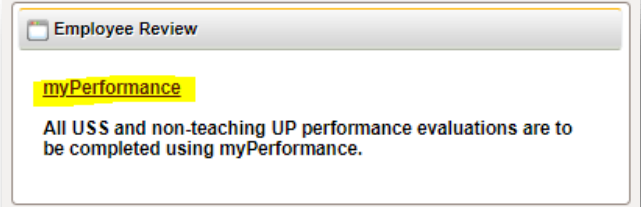# Save/Print a Performance Evaluation in myPerformance

Logging into myPerformance

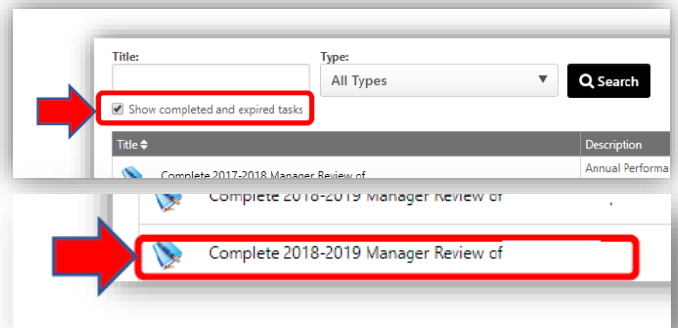1. Log into **myWSU**. www.myWSU.wichita.edu
   a. Under the **Faculty/Staff** tab
      i. Scroll down to the "**Employee Review**" box
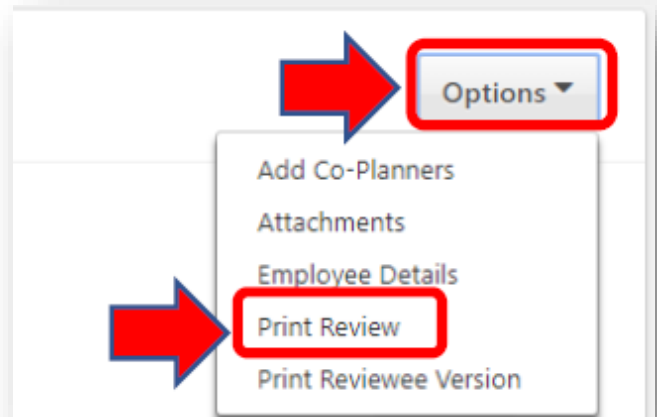   ii. and click on the "**myPerformance**" link

Accessing Evaluations

1. You may need to checkmark the "Show completed and expired tasks" box.
2. Select the review you would like to save/print.

Save/Print Options

1. Using the "**Options**" dropdown
2. Select "**Print Review**"
3. The evaluation will download to a PDF version. You may do one or both of the following:
   a. Save the evaluation to keep or send as an electronic version
   b. Open the evaluation to print a hard copy

Title:
Type:
[ ] All Types ▾
[Q Search]

☑ Show completed and expired tasks

Title ⇕	Description	Status ⇕	Start Date ⇕	Due Date ⇕
Complete 2017-2018 Manager Review of	Annual Performance Review: 2017 - 2018 - Individual Contribu...	Completed	12/22/2017	3/14/2018
Complete 2017-2018 Manager Review of	Annual Performance Review: 2017 - 2018 - Individual Contribu...	Completed	12/23/2017	3/14/2018
Complete 2017-2018 Manager Review of	Annual Performance Review: 2017 - 2018 - Individual Contribu...	Completed	1/10/2018	3/14/2018
Complete 2017-2018 Self Review	Annual Performance Review: 2017 - 2018 - BO Position 1	Expired	1/16/2018	1/31/2018
Complete 2018-2019 Manager Review of	2018-2019 Annual Review: IC - Position 1	In Progress	2/1/2018	2/28/2019
Complete 2018-2019 Manager Review of .	2018-2019 Annual Review: IC - Position 1	In Progress	2/14/2018	2/28/2019
Complete 2018-2019 Manager Review of	2018-2019 Annual Review: IC - Position 1	In Progress	9/23/2018	2/28/2019
Complete 2018-2019 Manager Review of .	2018-2019 Annual Review: IC - Position 1	In Progress	2/1/2018	2/28/2019
Complete 2018-2019 Manager Review of	2018-2019 Annual Review: IC - Position 1	In Progress	2/1/2018	2/28/2019

myProfile   myPerformance   myTraining Options   Reports   FAQ

2018-2019 Annual

Options ▾

Overview

Individual Contributor ...

Site Coordinator
3/1/2018 - 2/28/2019

Add Co-Planners
Attachments
Employee Details
Print Review
Print Reviewee Version

WSU's Service Standards have rep... Customer Focus competency.
This review cycle starts on March 1, 2018 and ends on February 28, 2019.

2018-2019_Annual....pdf   ∧

Show all   ✕