



# 2024-2025 MYPERFORMANCE

## EVALUATION CYCLE TIMELINE SUMMARY

### Non-Teaching Employee Performance Evaluations

MARCH 1-31, 2024

2024-2025 PLANNING

#### MANAGERS

- PLAN Expectations, Competencies, and Goals
- SAVE and SUBMIT Evaluation
- PROVIDE a Copy of Evaluation to Employee
- MEET with Employee to Review Planning

SEPTEMBER 1-30, 2024

2024-2025 MID-REVIEW

#### MANAGERS

- UPDATE Expectations, Competencies, and Goals
- SAVE and SUBMIT Evaluation
- PROVIDE a Copy of Evaluation to Employee
- MEET with Employee for Mid-Review

JANUARY 1-31, 2025

2024-2025 EMPLOYEE SELF-EVALUATION

#### EMPLOYEES

- ENTER Job Performance Info and Accomplishments
- SAVE and SUBMIT Evaluation

FEBRUARY 1-28, 2025

2024-2025 MANAGER REVIEW

#### MANAGERS

- PROVIDE SUMMARY Comments
- SELECT RATING for Competencies
- SAVE and SUBMIT Evaluation
- PROVIDE a Copy of Evaluation to Employee
- MEET with Employee to Review

FEBRUARY 1-28, 2025

2025-2026 EVALUATIONS AVAILABLE

#### MANAGERS

- ★ 2025-2026 evaluations are available in myPerformance so that Managers may meet with their employees for both 2024-2025 end-of-year (Manager Review) and 2025-2026 beginning-of-year (Planning) at the same time.

MARCH 1-7, 2025

2024-2025 EMPLOYEE SIGNATURE

#### EMPLOYEES

- REVIEW Evaluation
- ADD Additional/Final Comments
- Electronically SIGN, SAVE, and SUBMIT Evaluation

MARCH 1-31, 2025

2025-2026 PLANNING

#### MANAGERS

- PLAN Employee Expectations, Competencies, and Goals
- SAVE and SUBMIT Evaluation
- PROVIDE a Copy of Evaluation to Employee
- MEET with Employee to Review Planning

MARCH 8-14, 2025

2024-2025 MANAGER SIGNATURE

#### MANAGERS

- REVIEW Employee Comments
- ADD Additional/Final Comments
- Electronically SIGN, SAVE, and SUBMIT Evaluation

## MYPERFORMANCE TRAINING

Our MYPERFORMANCE training is available online!

Access the any of the following training modules in [myTraining](#) or [WICHITA.EDU/MYPERFORMANCE](#)

### AVAILABLE ONLINE TRAINING MODULES

- ★ MYPERFORMANCE TRAINING (Full Module)
- ★ MYPERFORMANCE FOR MANAGERS (Condensed)
- ★ MYPERFORMANCE FOR INDIRECT MANAGERS (Condensed)
- ★ MYPERFORMANCE FOR EMPLOYEES (Condensed)

## NEED HELP?

[WICHITA.EDU/MYPERFORMANCE](#) is where you can find myPerformance [Training](#), [Reference Guides](#), [FAQs](#), and more about [non-teaching employee performance evaluations](#)!

You can also send us an email at [MYPERFORMANCE@WICHITA.EDU](mailto:MYPERFORMANCE@WICHITA.EDU) or call the HR Service Center at (316) 978-3065 to leave a message for the myPerformance team.



## WHO HAS ACCESS TO CURRENT CYCLE MYPERFORMANCE EVALUATIONS, AND WHEN?

- **INDIRECT MANAGERS** have access to view evaluations throughout the entire evaluation cycle. No action is required.

### MARCH 1-31: PLANNING

#### MANAGERS

- Managers have unlimited access to their Direct Report evaluations through December 31 to continuously update performance and goals throughout the year.
- Employees do not have access to their current year evaluations until January 1.

### SEPTEMBER 1-30: MID-REVIEW

#### MANAGERS

- Managers have unlimited access to their Direct Report evaluations through December 31 to continuously update performance and goals throughout the year.
- Employees do not have access to their current year evaluations until January 1.

#### AUTOMATIC ROLLOVER TO NEXT STEP?

- Yes. myPerformance will automatically rollover to the Employee Self-Evaluation step on January 1.

### JANUARY 1-31: EMPLOYEE SELF-EVALUATION

#### EMPLOYEES

- Employees have unlimited access to their current year evaluation during the Employee Self-Evaluation step from January 1-31.
- Managers will not have access to their Direct Report evaluations during the Employee Self-Evaluation step.

#### AUTOMATIC ROLLOVER TO NEXT STEP?

- Yes. myPerformance will automatically rollover to the Manager Review step on February 1.

### FEBRUARY 1-28/29: MANAGER REVIEW

#### MANAGERS

- Managers have unlimited access to their Direct Report evaluations throughout the entire month of February to complete the Manager Review step.
- Employees do not have access to their current year evaluations again until the Employee Signature step on March 1.

#### AUTOMATIC ROLLOVER TO NEXT STEP?

- NO. Manager action is required for the evaluation to push to the Employee Signature step on March 1.

### MARCH 1-7: EMPLOYEE SIGNATURE

#### EMPLOYEES

- Employees have access to their current year evaluation for Employee Signature on March 1, provided that the Manager Review step has been completed. Provided that the Manager Review step has been completed and submitted.
- Managers do not have access to their Direct Report evaluations during this step. Managers will have access to these evaluations again for Manager Signature on March 8, provided that their Direct Report has completed and submitted the Employee Signature step.

#### AUTOMATIC ROLLOVER TO NEXT STEP?

- NO. Employee action is required for the evaluation to push to the Manager Signature step on March 8.

### MARCH 8-14: MANAGER SIGNATURE

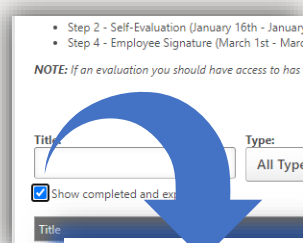
#### MANAGERS

- Managers have access to their Direct Report evaluations for Manager Signature on March 8, provided that the Employee Signature step has been completed and submitted.
- Employees do not have access to their evaluations during this step. Employees will have access to this evaluation again once Manager Signature has been completed and submitted.

#### AUTOMATIC ROLLOVER TO NEXT STEP?

- NO. Manager action is required for the evaluation to push to Completed status.

## CAN'T FIND AN EVALUATION?



## TRY THIS!

CHECKMARK  
[Show completed and expired tasks](#)

Show completed and expired tasks

## NOTE

Please email us at [MYPERFORMANCE@WICHITA.EDU](mailto:MYPERFORMANCE@WICHITA.EDU) if an Employee is assigned to the wrong Manager, or the type of evaluation assigned (Employee, Manager, or Budget Officer) is not correct.