RNs, the performance evaluation process is easy with our new, online Qualtrics tools!

Performance Evaluation Steps for RNs

RNs, your performance evaluation steps begin when you receive an email notice from your unit AA (during month prior to your seniority month). All RNs are responsible for the following 3 steps.

1 Obtain peer feedback from at least 3 peers covering all domains.

RN, send a request to at least 3 peers for feedback using the link to our Peer Selection and Invitation Qualtrics tool in your email notice.

As peers complete the peer feedback survey tool, a copy of their survey responses will be auto forwarded via email to:

- you
- the peer completing the feedback
- the clinical nursing director/supervisor

2 Complete self-evaluation within 3 weeks of email notice.

After you receive your peer feedback, visit our Performance Evaluations website (link provided in your email notice) and choose the Self-Evaluation tool appropriate for your level. See back of this tip sheet for more information.

Follow the instructions as prompted within the self-evaluation survey tool. Your submitted responses will be auto forwarded via email to:

- you
- the clinical nursing director/supervisor

NEW! You will have two ways to save your responses and continue later if you cannot complete the Self-evaluation in one sitting. Directions are within the survey.

3 Meet with your clinical nursing director/supervisor. Date set by unit.

It’s Time for Your Annual Performance Appraisal

Required items for you to do and time frame:

<table>
<thead>
<tr>
<th>Within 7 days of this email</th>
<th>1. Obtain peer feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Obtain peer feedback from at least 3 peers covering all domains. Click here for our peer feedback tool.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Within 3 weeks of this email, after receiving feedback from your peers</th>
<th>2. Complete self-evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>After your peers have provided peer feedback, complete your self-evaluation by visiting the new Performance Evaluations website at the link below and using the easy-to-use self-evaluation tool. Be sure to choose the appropriate tool for your level.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Date set by unit</td>
<td>3. Meet with clinical nursing director/supervisor</td>
</tr>
</tbody>
</table>

Where to find instructions & tools:

Visit our new website with online easy-to-use Qualtrics forms:

Nursing at Michigan Performance Evaluations

http://www.med.umich.edu/NURSING/performance_evaluation/index.html

TIP: The self-evaluation survey requires you to request and use a personalized KEY LINK, so have your email inbox readily accessible when you begin.

TIP: Average completion time for the self-evaluation survey is 30-45 minutes.
TIP: Be Sure to Choose the Appropriate Self-evaluation Tool for Your Role and Level

While visiting the Nursing at Michigan Performance Evaluations website, go to the Self-Evaluation area of the website (see red arrow below). Select the appropriate self-evaluation tool for your role here. After logging in with your Level 1 (Kerberos) credentials, you will then be prompted to select your level within that role. For example, if you are a level C, select Level C.

TIP: For More Information...

Click the dropdowns for more information (see maize arrows below):

- For general information, click the dropdown titled Performance Evaluation Process
- For more information about Peer Feedback, go to the Peer Feedback area and click the dropdown titled Process
- For more information about Self-Evaluations, go to the Self-Evaluation area and click the dropdown titled Process

For a preview of the self-evaluation tools, view our "sneak peek" links (see green arrow below)