**Performance Evaluation Steps for RNs**

RN, 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.**

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**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)