Cheat Sheet for Data Entry on Performance Reviews

NAVIGATION -
Open wolverine access. Sign in and click on Workforce Administration/Job Information/Manage Competencies.
This is the new search page: enter either the EmplID or your Department ID (Appointing Dept ID).
(You can minimize the Menu at left by clicking on the little minus sign.)
This is the new entry page: Remember if this is not the first entry for a person, you must click the + sign to enter this year's information.

<table>
<thead>
<tr>
<th>Employee Review</th>
<th>Reviewers</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vicki Venable</td>
<td>Employee</td>
<td>ID: 37387176 Empl Rod #: 0</td>
</tr>
</tbody>
</table>

**Review Details**

- **Eff Date:** 11/03/2007
- **From/To Date:** 07/01/2006 - 06/30/2007
- **Administrative Department:** 311100
- **Job Code:** 101973
- **Review Type:** Performance
- **Rating Scale:** PSCM (Competency Management Scale)
- **Rating Model:** PSCM (Competency Management Scale)
- **Review Rating:** 2 (Solid Performer/Proficient/Meets)
If you enter a 0 or 1, a sub-menu pops up to select where the problem areas are. Select at least one area.
If you enter a 4 (Not Eligible) a sub-menu pops up to choose the Reason Code they are not eligible for review.
Click on **Save**. Then if you entered a department number you can click **Next in List**, otherwise click **Return to Search** and put in the next EmplID.

Let us know if you have questions!
Nancy Dashner  7-0553
Revised:  1/16/13