

UCC E-Performance Quick User Guide

Step 1: Login using your UCC email address and password



UCC
University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

Welcome

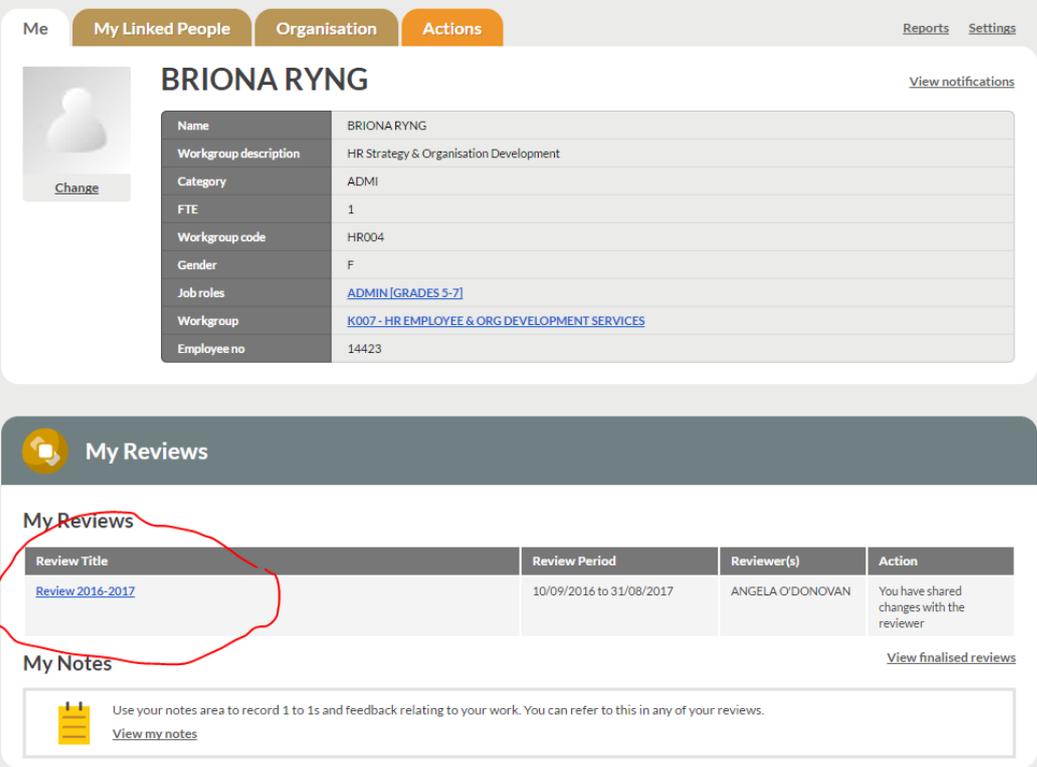
Welcome to UCC's Performance and Development Review System.
This website is optimised for Internet Explorer 8+, Firefox 10+, Chrome, Opera and Safari.

If you have any difficulties gaining access please contact pdrs@ucc.ie

SSO Login

[Click here to log in without SSO](#)

Step 2: To begin your review click on My Review



Me **My Linked People** Organisation Actions Reports Settings

BRIONA RYNG View notifications

Name	BRIONA RYNG
Workgroup description	HR Strategy & Organisation Development
Category	ADMI
FTE	1
Workgroup code	HR004
Gender	F
Job roles	ADMIN GRADES 5-7
Workgroup	K007 - HR EMPLOYEE & ORG DEVELOPMENT SERVICES
Employee no	14423

My Reviews

Review Title	Review Period	Reviewer(s)	Action
Review 2016-2017	10/09/2016 to 31/08/2017	ANGELA O'DONOVAN	You have shared changes with the reviewer

My Notes View finalised reviews

Use your notes area to record 1 to 1s and feedback relating to your work. You can refer to this in any of your reviews.

[View my notes](#)

Step 3: Chose a time and date for your review meeting. This will be shared with your reviewer to confirm their attendance

BRIONA RYNG's review

Name: Review 2016-2017
 Review period: 16/07/2016 to 31/08/2017
 Reviewer(s): ANGELA O'DONOVAN [Add/Edit](#)

Meeting date and time
 Start: 14/04/2017
 Finish: 14/04/2017
[Change meeting date](#)

Share
 You have shared this form with your reviewer. You can still edit content below, but will need to share any further changes.

Cannot finalise yet

Please complete all of the steps above (they will go green). [What does finalise mean?](#)

Introduction | **Part 1** | Part 2 | Reviewer & Staff Member Comments

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Introduction

University College Cork is fully committed to ensuring that each staff member, irrespective of role, grade and location, is provided with the relevant personal, professional and individual career development to enable one to continue working for the University to the best of one's ability. The development of staff and the delivery of a quality service at UCC is a joint responsibility shared by individual staff members, supervisors/managers/heads of department and the University.

This review is a **joint discussion** enabling a supervisor/manager/head of department and a staff member to **agree together** relevant objectives.

Step 4: Fill in Part 1 of the form and then 'Share' the form with your reviewer. This will form the basis of your discussion in the Review Meeting

Introduction | **Part 1** | Part 2 | Reviewer & Staff Member Comments

Part 1

To be completed with reference to the PDRS Policy & Procedure & Returned to your Reviewer at least one week prior to your PDR meeting.

Staff Member Information

Name	Staff Number
BRIONA RYNG	14423
Position & Grade Held	Year Appointed to Position
ADMIN [GRADES 5-7]	2007
Department	Reviewer's Name
K007 - HR EMPLOYEE & ORG DEVELOPMENT SERVICES	ANGELA O'DONOVAN
Date of Review	Head/Line Manager Name

Section 1 - Pre - Meeting Performance Planning

In preparing for your review consider goals you would like to set yourself and identify key objectives to meet these goals for the coming review period.

- Goal = A **general** statement of what one hopes to achieve;
- Objective = A **specific** statement of expected outcomes based on a set 'goal';
- Action = what you need to **do** to meet your objectives

Work Goals

What work goal(s) do you want to achieve before the next review?

test

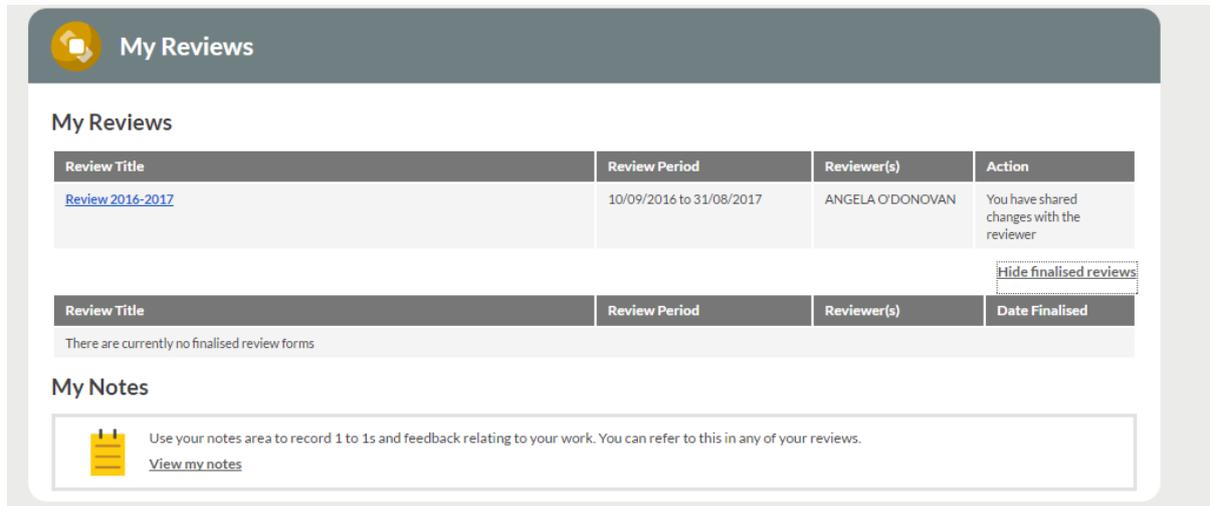
Step 5: After the meeting fill in Part 2 of the form. This forms a record of your review meeting. Share with reviewer

The screenshot shows a web form with a navigation bar at the top containing 'Introduction', 'Part 1', 'Part 2', and 'Reviewer & Staff Member Comments'. The 'Part 2' tab is active. The main content area is titled 'Part 2' and 'Section 1 - Performance Discussion & Planning - PDR Meeting'. Below the title is the text 'Agreed record of review discussion (for review at next PDR meeting)'. There are four text input fields, each with a blue header: 'Agreed summary record of progress and performance for the period reviewed. Identify, where relevant any obstacles / militating circumstances impacting on the achievement of objectives from the last review:', 'Objectives agreed for the next review period:', 'Developmental Needs and Support Required:', and 'Name of additional meeting attendees (if applicable)'. At the bottom of the form, a yellow box contains the message: 'You have made changes since you last shared this form. To allow your reviewer to view these changes, please click share and close again' followed by a blue link 'Share and close'.

Step 6: There is an additional option to add any additional comments to the end of the form

The screenshot shows the 'Reviewer & Staff Member Comments' section of the form. The navigation bar at the top now includes 'Introduction', 'Part 1', 'Part 2', and 'Reviewer & Staff Member Comments', with the last tab being active. The main content area is titled 'Reviewer & Staff Member Comments'. There are two text input fields, each with a blue header: 'Reviewer Comments (optional)' with the placeholder text 'Reviewer to complete.', and 'Staff Member Comments (optional)' with the placeholder text 'jbnjbikbdsfds'. At the bottom of the form, a yellow box contains the message: 'You have made changes since you last shared this form. To allow your reviewer to view these changes, please click share and close again' followed by a blue link 'Share and close'. At the very bottom of the page, there are two black buttons: 'Save' and 'Save and close'.

Step 7: Once both the reviewer and reviewee are happy with the contents of the form it can be saved and finalised. When you finalise your review form the content is locked and can no longer be changed. You can continue to view your finalised forms under 'My Reviews'



The screenshot displays a user interface for managing reviews. At the top, there is a header with a speech bubble icon and the text "My Reviews". Below this, the section "My Reviews" contains a table with the following data:

Review Title	Review Period	Reviewer(s)	Action
Review 2016-2017	10/09/2016 to 31/08/2017	ANGELA O'DONOVAN	You have shared changes with the reviewer

To the right of the table is a button labeled "Hide finalised reviews". Below the table, there is another table header with columns: "Review Title", "Review Period", "Reviewer(s)", and "Date Finalised". Below this header, a message states: "There are currently no finalised review forms".

The "My Notes" section is located below the tables. It features a notepad icon and the text: "Use your notes area to record 1 to 1s and feedback relating to your work. You can refer to this in any of your reviews." Below this text is a link: [View my notes](#).