

MyCareer@PCC: Performance Assessment


Note: To learn more about the review process for each employment class please visit the [Performance Assessment at Portland Community College website](#).



Performance Assessment documents are submitted to Human Resources using [MyCareer@PCC](#). You and the employee will receive an email when a performance assessment task is due and the notice will appear in your my “My Actions” box on the MyCareer@PCC Welcome Page. Click on the gray box to open the performance assessment task. The manager, reviewee, indirect managers and executive when necessary all have a step to complete within the system when a review is assigned.

My Actions	Due Date
Complete Manager Assessment Step	10/15/2020

This will open the performance assessment task **Overview** page that has some basic information about the assessment process. Click the “Get Started” button () at the bottom of the page to begin the assessment.



Manager Assessment Document Upload and Sign Off

You will be directed to the Performance Assessment at Portland Community College website which includes information about the types of assessments, required forms and their due dates. Download the required forms, request the necessary assessment feedback and conduct the assessment as outlined. Once you have finalized the assessment documents and discussed them with your employee, return to MyCareer@PCC and **upload the completed documents** following the instructions on the page. After uploading the documents, click the “Save and Continue” button () to continue on to the next section of the assessment.



You will then be prompted on the **Discussion and Manager Sign Off** page to confirm that you had the assessment discussion with your direct report and electronically sign off on the assessment by typing your name in the field and clicking the “Sign” button (). Click the “Submit” button () at the bottom of the page to complete the process.

You will receive an email from the system when the entire assessment is complete. However, if you navigate back to the **Overview** page, you can always see which step the assessment is at in the process.

Reviewee/Employee Acknowledgement

Once the manager has uploaded the documents and electronically signed off, the employee will receive an email notifying them to acknowledge the assessment and review the documents. At this point, the employee should already have discussed the content of their assessment with their manager. The employee reviews the documents and signs off on the completed documents by typing their name in the field and clicking the “Sign” button (). Click the “Submit” button () at the bottom of the page to complete the process.

Indirect Manager/Executive Review and Sign off (For Management/Confidential Exempt, Faculty, AP)

The **Indirect Manager Review** and **Executive Approval** are the last steps in the process. The assessment documents can be downloaded following the instructions on the page. After reviewing the assessment, the indirect manager/executive should sign off on the assessment by typing their name in the field and clicking the “Sign” button (). To complete the step, click the “Submit” button () at the bottom of the page.