Ulitipro Performance Management

Employee Assessment Guide

Note: The Process begins after the Manager initiates the process by Sending the Review.

All Help tools are available www.MyMAPMGBenefits.com

Notification to Start the Process: The employee should receive an email from their manager/chief entitled "**UltiPro Notifications: Employee Assessment".**

Note: If you have not received an email notification, this may mean that your manager has not initiated the process or it is an Interim process and the Employee assessment is not part of the process.

Once in receipt of this notification, log on to Ultipro to complete the self-appraisal.

From:	Ultimate Software <messages-noreply@ultimatesoftware.com>
To:	**[Manager Name]**/MD/KAIPERM@KAIPERM
Date:	03/31/2017 01:15 PM
Subject:	**UltiPro Notifications: Employee Assessment**

Caution: This email came from outside Kaiser Permanente. Do not open attachments or click on links if you do not recognize the sender.

1. Log on to https://e21.ultipro.com.

   Sign in with your Username and Password

   - Username - Your last name followed by the last 4 digits of your SSN (ex. Smith1234)
   - Password - If you are logging in to UltiPro for the first time, your temporary password is all 8 digits of your DOB in a MMDDYYYY format
   - Password Reset - You can reset your own password (see screen shots below) as long as you have the answers to the security questions.
   - If you need to have your password reset, please contact Peter Wergin at W.Peter.Wergin@kp.org or Indrani Sengupta at Indrani.Sengupta@kp.org .

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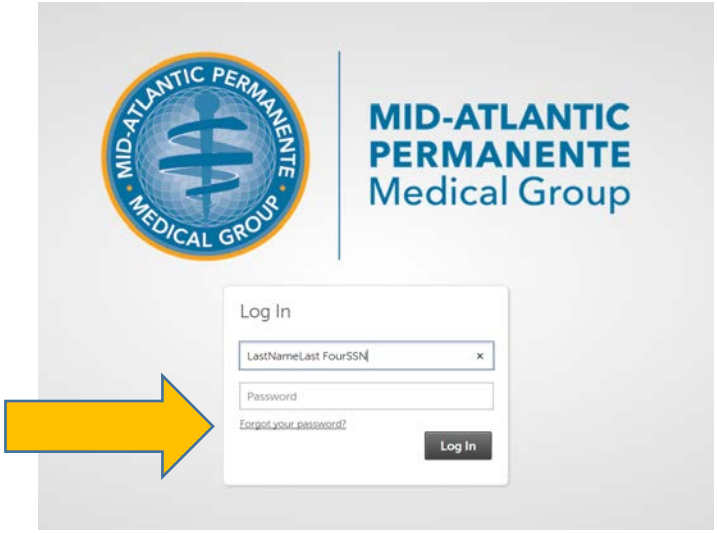

i. Use the Password reset option on the left for User Name only.

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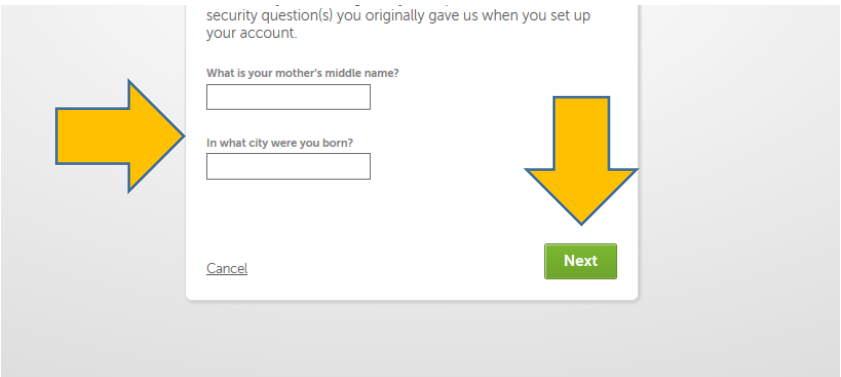
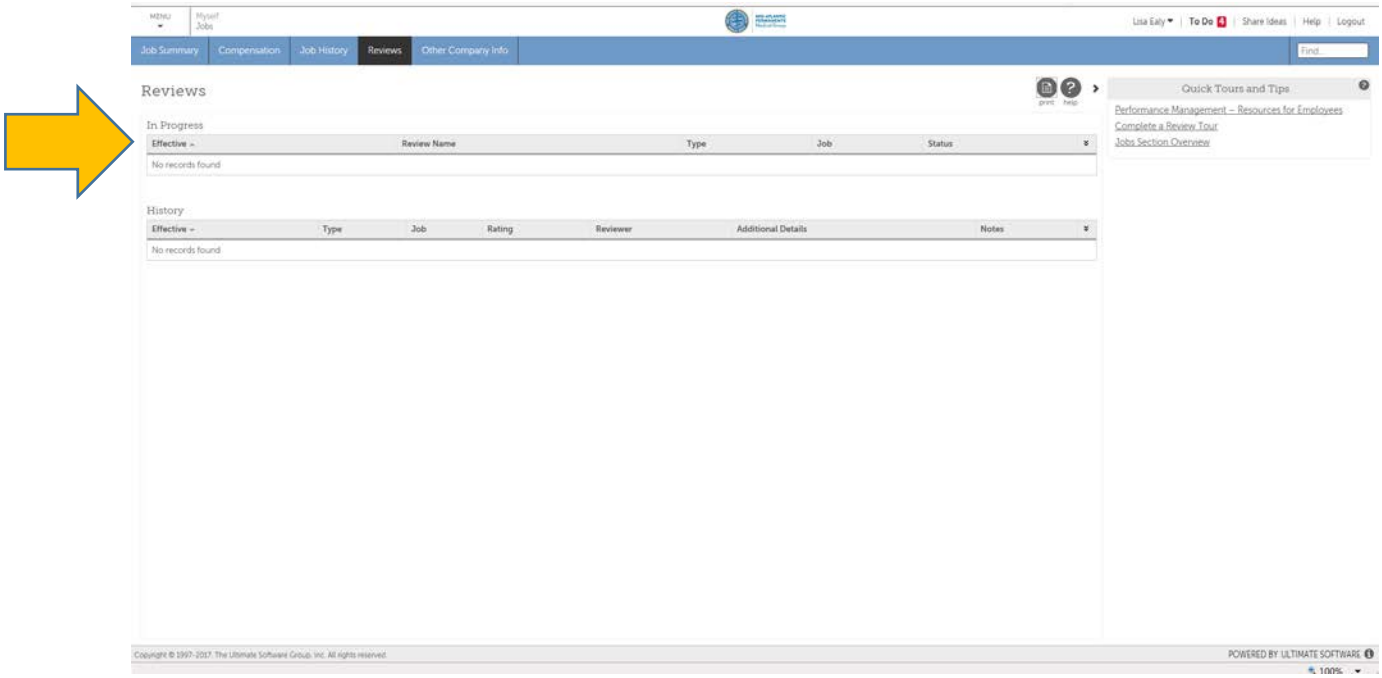


ii. **<u>Enter the requested security Information</u>** and **press <Next>.**

You're In Process Reviews will appear in the list below.

In the future any historical reviews will appear in the History section.



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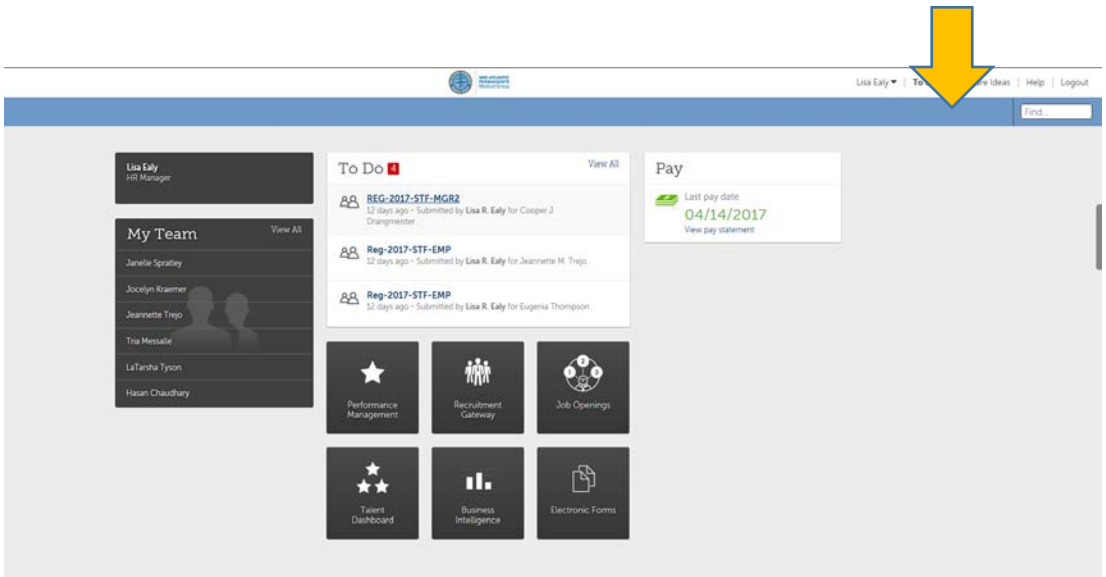
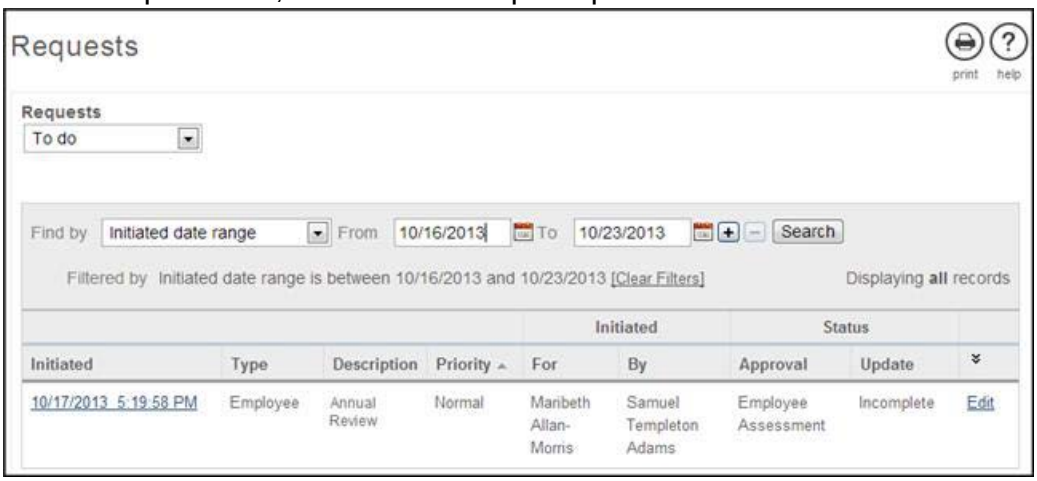
2. Access the review from Ultipro > Myself >Jobs menu > Select “Reviews” Or



   i. On the main landing page for Ultipro (In the middle or upper right side of the page)

3. In the Request Box, Click "Edit” to open up the Performance Review.



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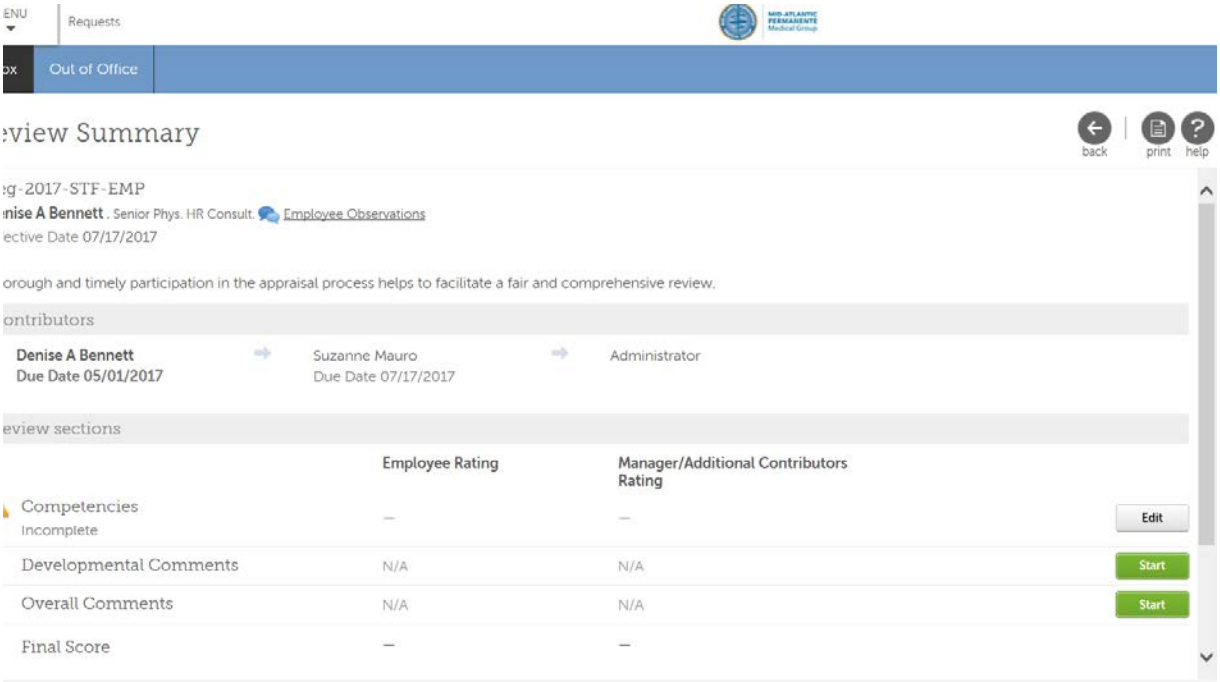

4. Select “Start” button to complete each section; Competencies, Developmental and Overall Comments.

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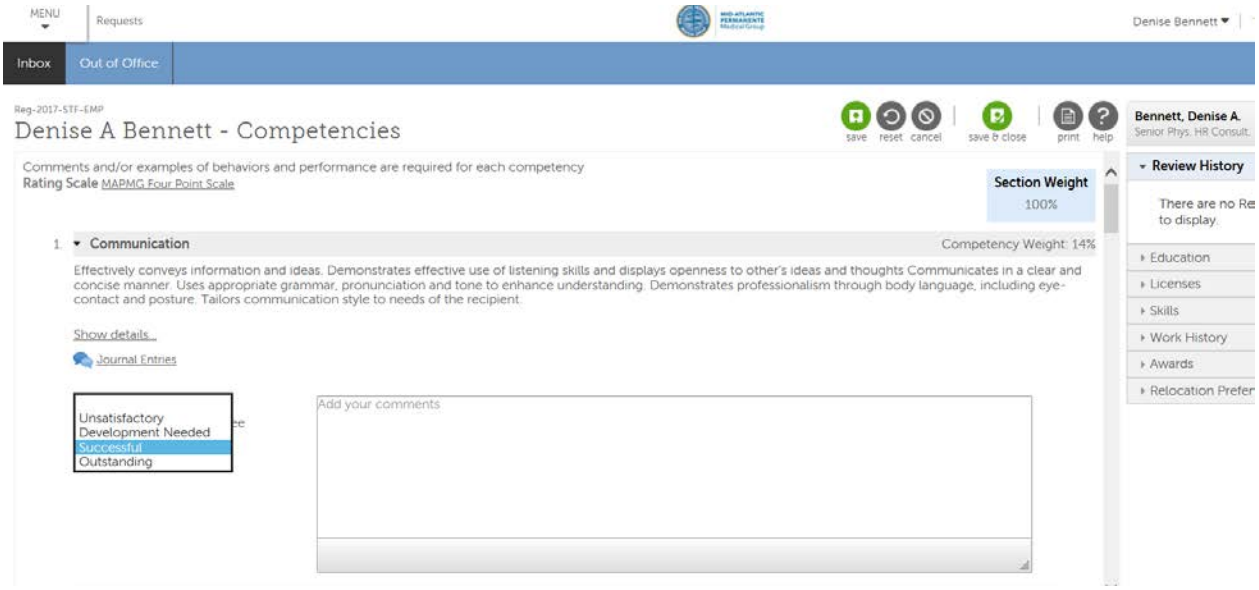
5. In the competencies section, determine the rating and provide comments that supports your choice.



6. You can print before you save and close. (Note: Save and Close does not send your review.)
    i. The print icon is located on the upper right.

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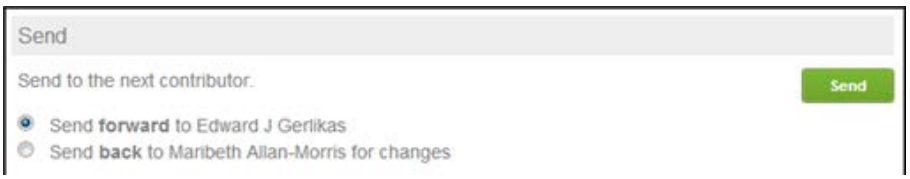
7. **Once you have completed each section, Competency, Developmental and Overall Comments, Click the "Send Button**" to forward your completed Self Review to your Manager/ Chief.



   i. Note: Before pressing send, a pop up box will appear asking are you sure you would like to send?
   ii. Note: Send. In some cases there may be one or more managers. Your manager will receive an email notification stating "**UltiPro Notifications: Manager Assessment".**

8. The **Green check** mark indicates that you have completed that section.
   i. Note: Your overall rating will represent an average of all competencies.
   ii. Note: If you need to add additional information to your review after you clicked the Send Button, your PHRC can rollback your process. All of your entered information is preserved.

Your part is complete.