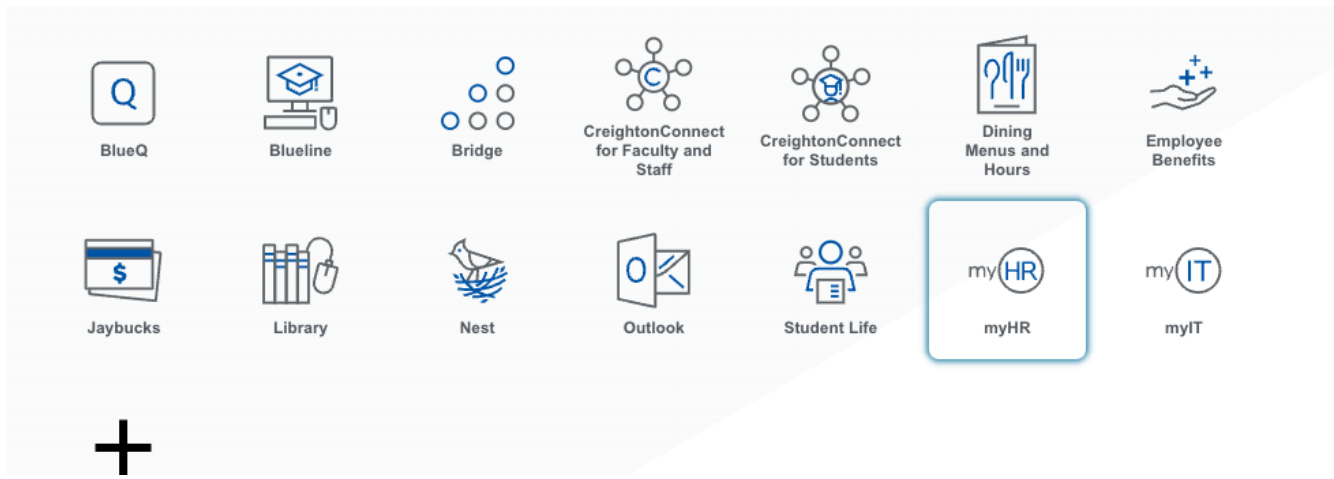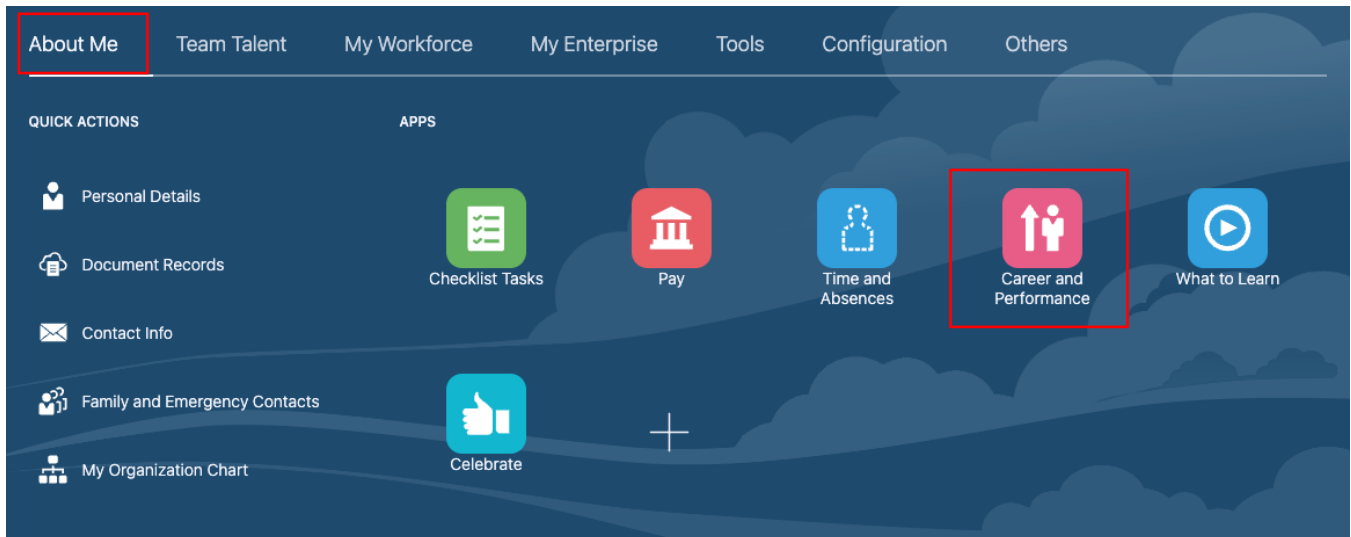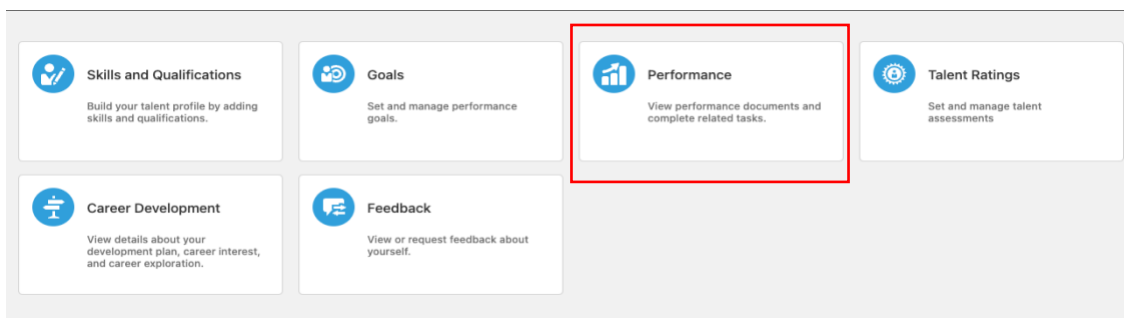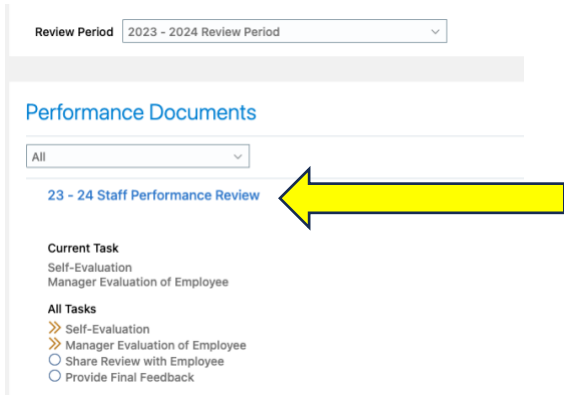Navigate to my.creighton.edu and select the myHR icon

In myHR, click on the *About Me* tab, then select the Career and Performance icon.

Select the Performance Tile

Choose the performance review document for the current year, by clicking on the blue, hyperlinked name of the review.


On the Summary Page, begin by choosing "Evaluate" for the Competencies and Goals. Enter Comments and Ratings for each Competency and Goal. Be sure to save your work as you evaluate each Competency and Goal. The Save button appears in the top right corner.
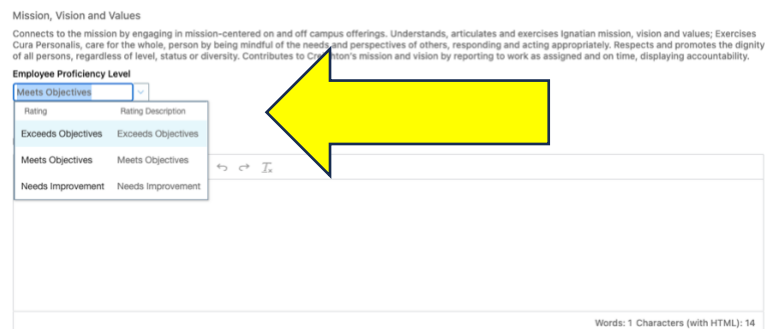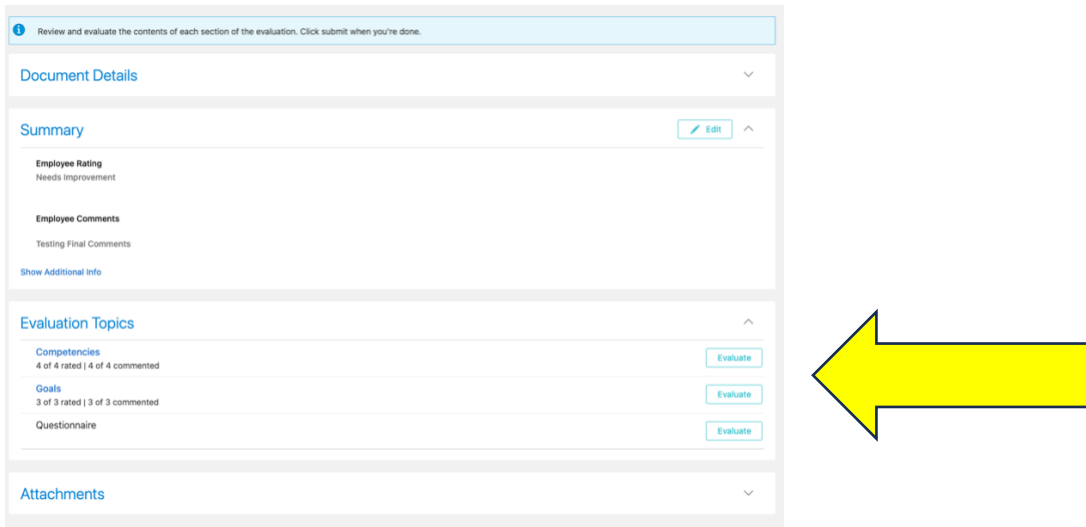

Please Note: The "Questionnaire" section is optional for the Staff and Leadership Performance Reviews. If you requested that other individuals provide feedback for your evaluation, their information will be shared in the manager's view of the Questionnaire section only. For the employee, this section will be blank.

After you have evaluated all of the Competencies and Goals, you have the option to add attachments (if you wish to do so).
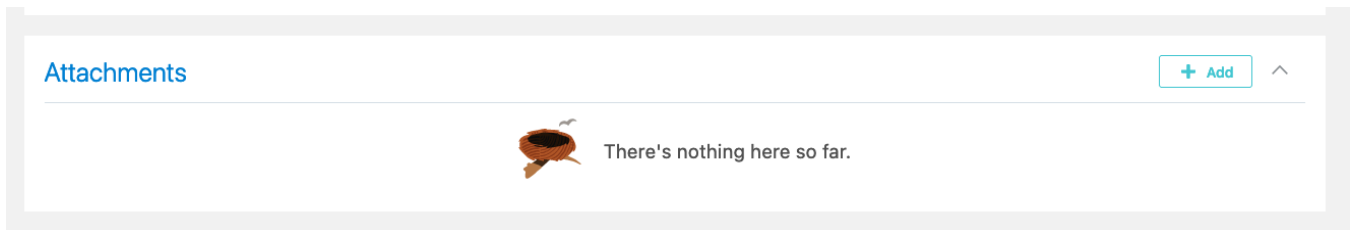
To complete your evaluation, on the Summary Page, you must provide an overall rating and comments under the "Summary" section. Click the pencil/Edit icon in the right corner to provide your overall rating and comments.
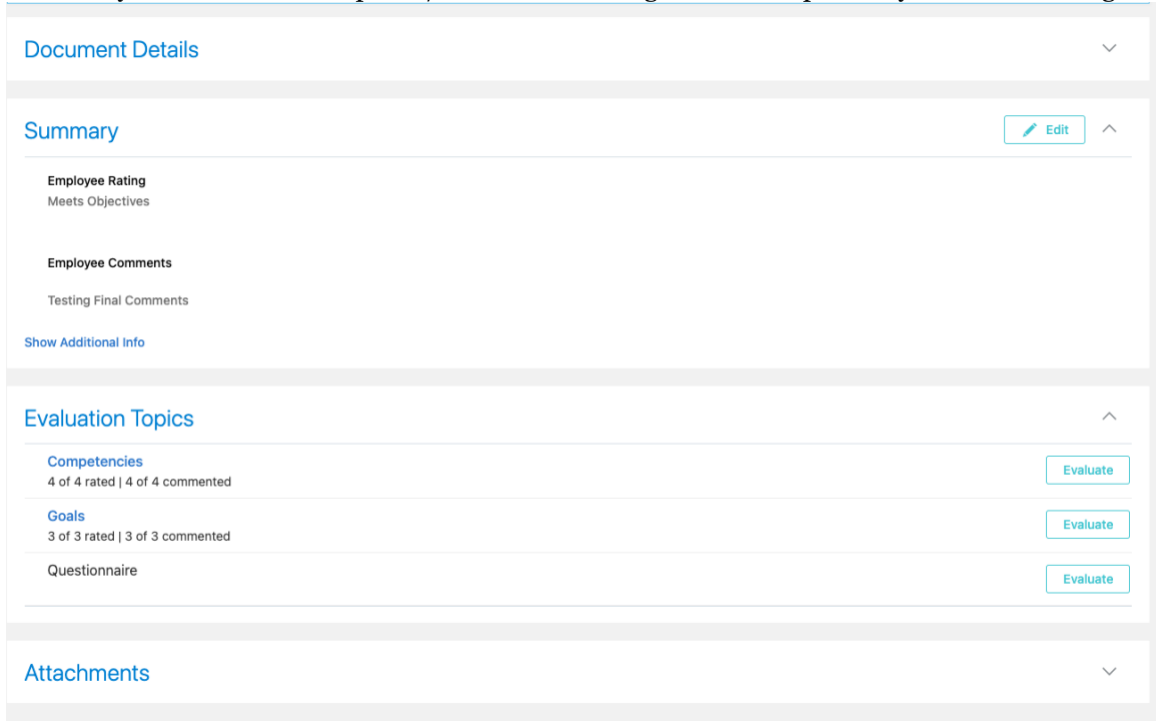
Once you have completed all of your ratings and comments, click "Submit" in the top right corner. This transmits the self-evaluation to your manager.
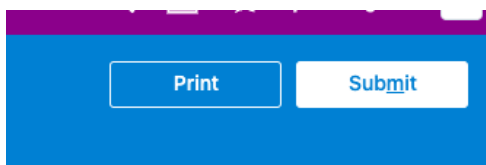
This completes the self-evaluation step. After your manager completes and shares your evaluation with you, you must go back into the document to provide final comments and sign the review. Guides for those steps are available at https://my.creighton.edu/hr/about-myhr/performance-management/training-resources.

If you need additional assistance, please contact Human Resources at hr@creighton.edu or 402-280-2709.