

Classified Employee Review

Per K.A.R. 1-7-10, classified employees are to receive annual performance reviews. An appointing authority may also give a special performance review at any time. See the *How Do I* for an End of Probation Employee Review if the employee is in probationary status.

How To: Enter an annual Employee Review for a classified employee with permanent status.

STEP 1:	Select the menu items in the following order: Workforce Administration > Maintain Employee Review
Expected Results:	Employee Review search page displays.
STEP 2:	Enter the Employee ID in the EmplID field. Click 
Expected Results:	Employee Review page displays.
STEP 3:	Enter the Effective Date or click  to add a row and change the effective to the date the review was completed.
Expected Results:	A new Employee Review row is added with the current date in the Effective Date field.
STEP 4:	Select Review Type from the drop down list next to the Review Type field.
Expected Results:	Review Type displays.
STEP 5:	Enter beginning and ending dates of review period in the From/To fields.
Expected Results:	Beginning and Ending dates display. Next Review Date field updates.
STEP 6:	Enter SOK as the Rating Scale or click the 'Lookup' button next to the Rating Scale field.
Expected Results:	State of Kansas displays as the Rating Scale
STEP 7:	Enter Review Rating code or click on  next to the Review Rating field.
Expected Results:	Review Rating of E (Exceptional). S (Satisfactory) or U (Unsatisfactory) displays.
STEP 8:	Enter Evaluation Type or click on  next to Evaluation Type field.
Expected Results:	Evaluation Type displays.

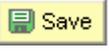
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STEP 9: Type in the reviewer's Employee ID in the **Reviewers ID** field on the Reviewers page.

Expected Results: Reviewers ID displays.

STEP 10: Enter information on the **Comments** page if desired.

Expected Results: Optional comments display.

STEP 11: Click 

Expected Results: