



## HOW TO SCHEDULE AND 'COMPLETE' A PERFORMANCE REVIEW IN HRIS

Purpose: *To update your employee's performance appraisal details in HRIS to document review status scheduled, completed or waived.*

### 1. Sign on to HRIS through Citytalk:



OR via the internet:

[www.hris.ci.minneapolis.mn.us](http://www.hris.ci.minneapolis.mn.us)

### 2. Login:



3. When HRIS opens to the Management Center page, you 'click' on **Performance Appraisal Status** under the **Management Reports** column.



**Performance Appraisal Status**  
This report assists management and HR in monitoring a Department's adherence to the City's performance appraisal policy.

4. Next, generate the report for your Department to verify the current performance review status of your direct reports.

If there is a 'past due' status for any of your direct reports, you will need to list their name and employee ID on a separate piece of paper for the next step.

Return to the Management Center page. Click on the **Employee Review** under **Important Links** column.



**Important Links**

-  **Update Reports To (M)**  
Update Reports To Only
-  **Step Increase Due (M)**  
Lists those employees who have a step increase due in the next 30 days
-  **Browse Job Openings**  
View your draft job openings and job openings assigned or associated to you.
-  **Employee Review** ←  
View employee performance appraisal status information and scheduled dates.

5. Enter the employee ID for the name of the person with the 'past due' indicator on the Performance Appraisal report and click 'Search'.

### Employee Review (M)

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**EmpID:** begins with  

**Name:** begins with

**Last Name:** begins with

**Second Name:** begins with

**Alternate Character Name:** begins with

**Middle Name:** begins with

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

6. The employee's record opens and at the bottom of the page, change the review details from 'Scheduled' to 'Completed' or 'Waived' depending on the situation.

**Employee Review**

EMP ID: 060163 Empl Rcd #: 0

<b>Business Unit:</b>	MPLMN	Minneapolis MN	<b>Company:</b>	MPL
<b>Department:</b>	MPLS815	Human Resources Department	<b>Position:</b>	00003494
<b>Job Code:</b>	C03335	Director HRIS Administration-C		
<b>Empl Status:</b>	A	<b>Regular/Temporary:</b> R	<b>Full Part Time:</b>	F

**Review Details** Find | View All First 1 of 3 Last

<b>From Date</b>	<b>To Date</b>	<b>Review Type</b>	<b>Review Status</b>
<input type="text" value="01/01/2007"/>	<input type="text" value="12/31/2007"/>	Annual	Scheduled 



7. Next, set up a 'new' scheduled annual review date by clicking on the  to insert a new row (the system will default the 'From Date to the current date and the 'To Date' out one year).

8. Enter a new 'From Date' and 'To Date'. This time frame should be greater then the previous rows through date and cover a one year period (the 'Review Type' will default to 'Annual and the 'Review Status' will default to 'Scheduled.' The row will be in the correct date order once the system refreshes).



The screenshot displays the 'Employee Review' interface. At the top, it shows 'EMP ID: 060163' and 'Empl Rcd #: 0'. Below this is a summary box with the following information:

Business Unit:	MPLMN	Minneapolis MN	Company:	MPL
Department:	MPLS815	Human Resources Department	Position:	00003494
Job Code:	C03335	Director HRIS Administration-C		
Empl Status:	A	Regular/Temporary: R	Full Part Time:	F

Below the summary box is the 'Review Details' section. It includes a search bar with 'Find | View All' and a pagination indicator 'First 2 of 4 Last'. The 'From Date' is set to '05/15/2007' and the 'To Date' is set to '05/14/2008'. The 'Review Type' is set to 'Annual' and the 'Review Status' is set to 'Scheduled'. Two blue arrows point to the 'From Date' and 'To Date' input fields. At the bottom, there are 'Save' and 'Return to Search' buttons.

9. SAVE this page and return to the 'Management Center' page by clicking on the tab at the top of the screen.

**Note:** You cannot schedule future review dates until you have marked the current data as 'completed' or 'waived'.