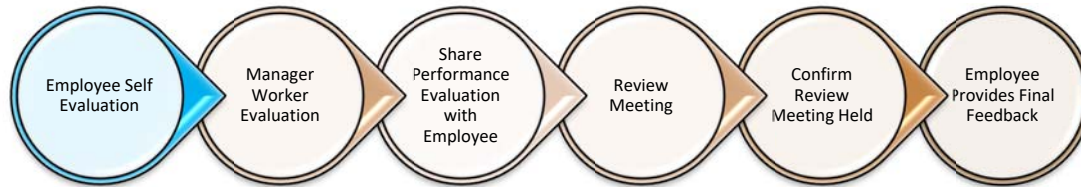


This guide will assist you in entering your 2017 goals and completing your 2017 self-evaluation.



Navigation:

1. Login

a. Access the Talent system: <https://sabhrsi.mt.gov/>

i. Click the **Talent** button

b. Login:

i. The first time you log in, use the below username/password:

Username = **your employee ID number** (6-digit number on your badge, not c#)

Password = **your last name (lowercase) + last 4 digits of your SSN** (example: *murphy1234*)

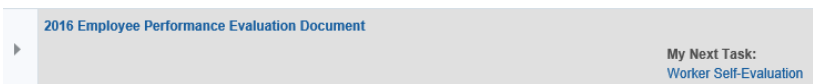
**If the default login does not work for you, please email talent@mt.gov to have your password reset.*

2. Click the **Performance** icon.



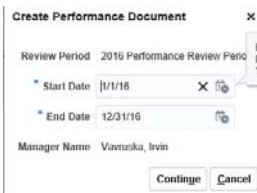
3. Locate the **Livestock 2017-2018 Employee Performance Evaluation**.

4. Under 'My Next Task', click **Worker Self-Evaluation**.



5. You will get a popup to verify the date range and your manager. If correct, click **Continue***. You will get a confirmation message that the document was created, click **OK**.

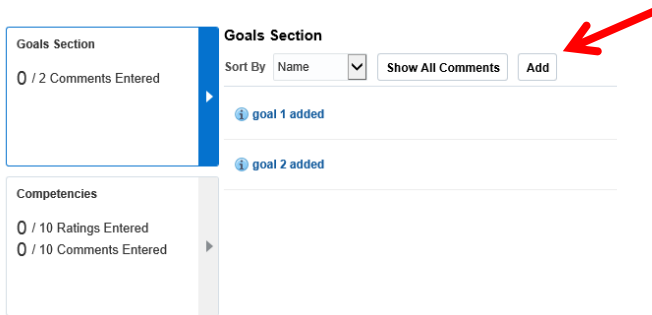
**if the manager name is incorrect, notify your HR office*



You are now ready to begin the goal section.

Goal Section:

1. In this section you will enter goals for this review period and comment on each.
2. The Goals Section box will be highlighted in blue. Click the **Add** button to add a goal.



3. You'll get a popup box to enter the goal. Fill in the **Goal Name** and **Description** then click **Save and Close**.

Add Performance Goal

New goal Add from goal library

* Goal Name

Description

Priority

* Start Date

Target Completion Date

Status

Completion Percentage

Repeat until all goals are entered.

4. Once you've added all goals, it's time to comment on each. There are a few ways to do this:
 - a. Click **Show All Comments** to quickly provide comments on each, OR
 - b. Click on the goal name in blue (*recommended as this allows you to review the goal information*)



It's a good idea to click **Save** at the top of the page often so you don't risk losing any work.

Once you have commented on every goal, you are ready to move to the competency section.

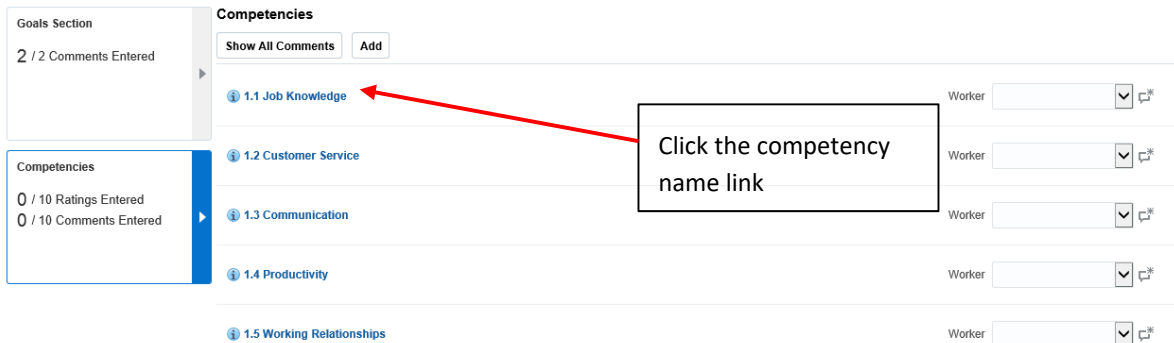
Competency Section:

In this section you will provide self-evaluation comments and rate yourself on each competency.

1. Click the chevron icon in the Competencies box. You will see the list of competencies.

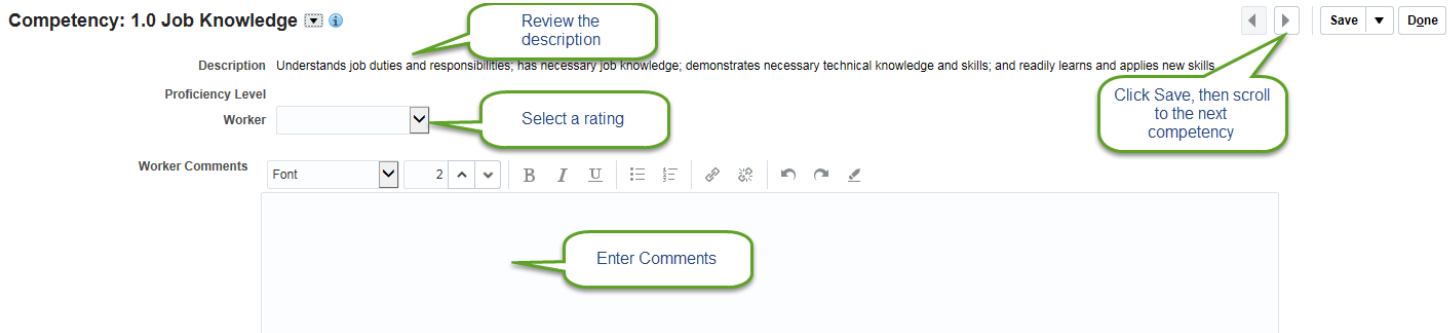


2. Rate yourself on each competency:
 - a. Click on the competency name in blue.



- b. Review the description of the competency.
- c. Select a self-evaluation rating.
- d. Enter self-evaluation comments.
- e. Click the 'Next' icon to move to the next competency. When finished entering ratings and comments for each competency, click **Done**.

It's a good idea to click **Save at the top of the page after entering each comment, or as often as you would like so you don't risk losing any work.*



**The comment icon, to the right of each competency, will turn green once a comment has been entered.*

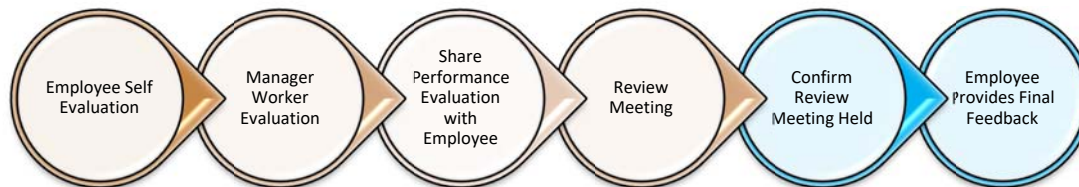
2017 Livestock Performance Evaluation Guide for Employee



Updated: 9/21/2017

3. Once you have commented on every competency, you are finished with the self-evaluation.
4. Click **Submit** at the top of the page to allow your supervisor to review your self-evaluation.

Your supervisor will receive and email letting them know you have completed the self-evaluation. Once they have provided the manager evaluation and confirmed that the review meeting was held, you will continue with the steps below.



Confirm Review Meeting:

1. Locate the **Livestock 2017-2018 Employee Performance Evaluation**.
2. Under 'My Next Task', click **Confirm Review Meeting Held**.
3. Click **OK**.

Final Feedback:

1. Click on the next task: **Provide Final Feedback**
2. Enter final feedback comments **Optional*
3. Select the confirmation checkbox click **Submit**