

# **2025 NSM Employee Performance Development Discussions**

## **UKG Job Aid**

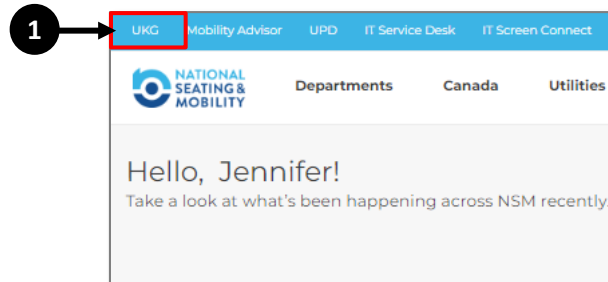
**NATIONAL  
SEATING &  
MOBILITY**



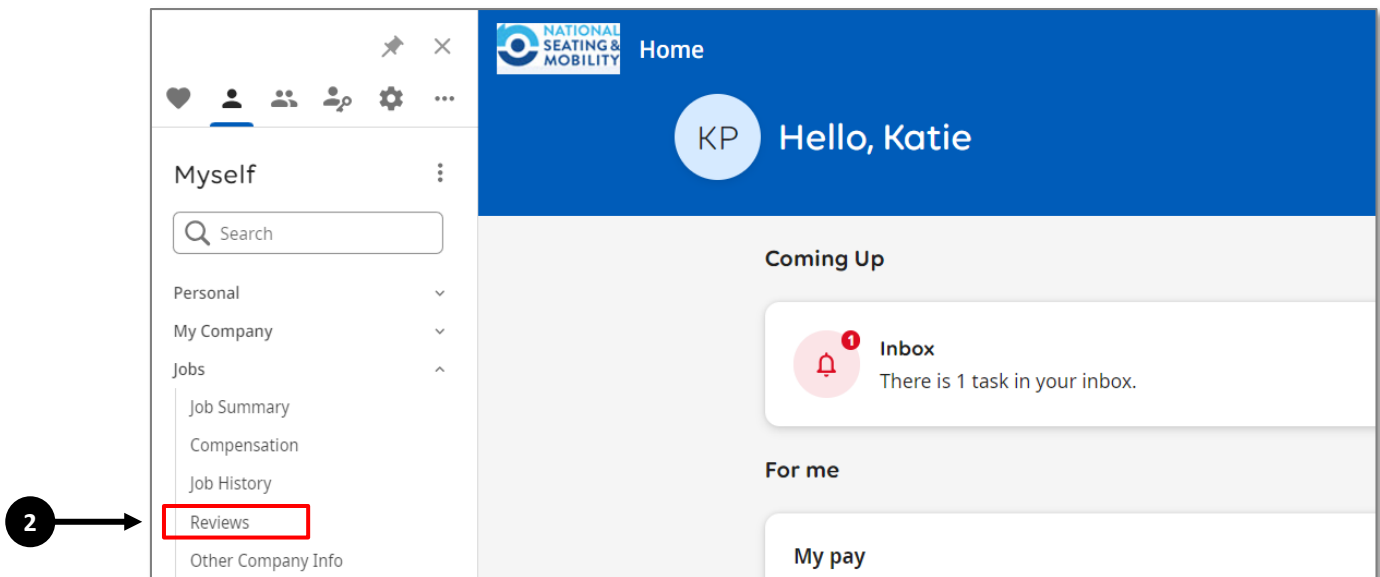
# UKG: Complete Annual Self-Reflection

This job aid is intended for NSM employees to utilize when completing their annual self-reflection in UKG.

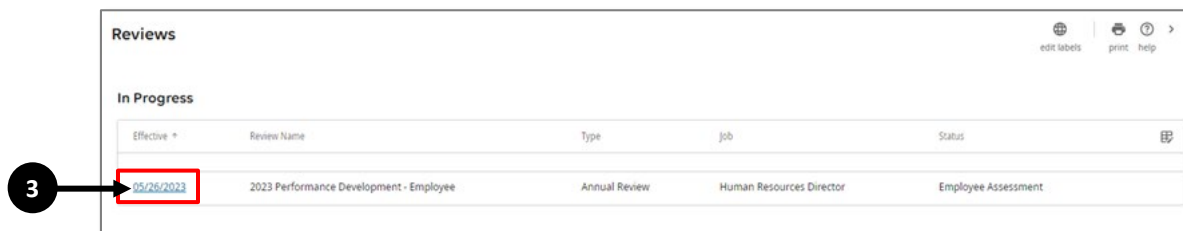
1. Click the link to **UKG** via WNSM.



2. From the navigation pane, click **Myself**. Expand the section titled **Jobs** and select **Reviews**.



3. Click the **effective date** hyperlink to open the 2025 Performance Development Discussion document.



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The Employee Self-Reflection process is broken into three parts: Competencies, Open Ended Questions and Overall Comments.

4. To complete the Competencies section, click the first green **Start**.

Review sections		
	Employee Rating	Manager Rating
Competencies	—	—
Open Ended Questions	N/A	N/A
Overall Comments	N/A	N/A
Final Score	—	—

A callout bubble with the number 4 points to the 'Start' button for the Competencies section.

5. Within the Competencies section, you're prompted to rate how you have modeled NSM's Core Values as well as your Overall Performance within the past year. Select the corresponding drop down that represents your self-rating. Both ratings are required. For guidance on how to rate yourself, see the rating scale below.

Performance Development Rating Scale	
High Performer	Performance in role clearly exceeds expectations. One of the best I know.
Solid Performer	Performance in role met the high expectations of NSM. Keep up the good work!
Needs Improvement	Performance in role is below expectations. Development Needed

6. Enter comments related to your rating.

The final score will populate based on the average score of your HEARTS rating and Overall Performance score. Your manager will be able to override the final score given to you.

1. HEARTS Core Values Competency Weight: 50%

Models NSM's core values, supports the mission/vision, and behaves in a way that reflects our HEARTS culture. Honor, Excellence, Accountability, Respect, Teamwork, Service. Specify areas the employee excelled and areas in which the employee needs improvement.

*In the comments section below, both the Employee and Direct Supervisor should specify at least one area the employee excelled and one area the employee can further develop.*

Katie L. Peters-Xiong, Employee

5 → **2 - Solid Performer**

6 → Add your comments

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7. Click **save** to save progress or click **save & close** at the top of the Competencies page to move to the next section.



8. To complete the Open Ended Questions, click the second **Start**.

Review sections		
	Employee Rating	Manager Rating
✓ Competencies Completed	2 - Solid Performer	—
Open Ended Questions	N/A	N/A
Overall Comments	N/A	N/A
Final Score	2 - Solid Performer	—

Buttons: Edit, Start (highlighted with red box and number 8), Start

9. Utilize the Open Ended Questions section to provide feed back in four areas:

- Areas where you have had strong performance
- Areas to seek improvement
- Additional experience or training you would like, and
- Where your manager can offer additional support

10. Add your comments in the box under each section.

### Open Ended Questions

1. ▾ Areas of demonstrated strong performance:

Employee

Add your comments

10 →

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11. Click **save** to save progress or click **save & close** page to move to the next Review Section.



12. To complete the Overall Comments Review Section, click **Start**.

Review sections			
	Employee Rating	Manager Rating	
✓ Competencies Completed	2 - Solid Performer	—	<a href="#">Edit</a>
Open Ended Questions	N/A	N/A	<a href="#">Edit</a>
Overall Comments	N/A	N/A	<a href="#">Start</a>
Final Score	2 - Solid Performer	—	

13. Enter final thoughts regarding your performance.

14. Click save to save progress or click save & close to close the Overall Comments section.

### Overall Comments

This comment is for any other feedback you wish to provide. It may be further clarification on goals and competencies or it may be something unrelated that you just want to make sure is included. This comment will be viewable as part of the approved review.

Comment:

Add your comments

14

edit labels

14

save

14

cancel

14

save & close

print

help

13

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15. When the Self-Reflection is complete, you may enter **Routing Comments** for your manager/supervisor, as necessary. These comments are visible to all review contributors, however they do not appear on the final document.

16. Click **Send**.

**\*Note:** Additional edits to the Self-Reflection cannot be made once the Send button has been clicked.

The screenshot shows a 'Send' button in the top right corner, highlighted with a red box and a callout number 16. Below the button is a text area for 'Routing Comments', which is highlighted with a red box and a callout number 15. The text area contains the instruction: 'These comments will not appear on the final review and are visible to all review contributors.'

17. A final score will populate. This is the average of your scoring for Overall Performance and HEARTS rating.

Review sections			
	Employee Rating	Manager Rating	
✔ Competencies Completed	2 - Solid Performer	—	Edit
Open Ended Questions	N/A	N/A	Edit
Overall Comments	N/A	N/A	Edit
Final Score	2 - Solid Performer	—	
Send			
Send to the next contributor.			
Routing Comments			
Send			

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18. After your Performance Development Discussion, your manager/supervisor will send the final review back to you for acknowledgement and signature.

**\*Note:** Employee and manager/supervisor ratings and comments are included in the final review.

19. Access the final Performance Discussion document via the Main Menu. *(Refer to steps 2 and 3 of this job aid)*

20. Enter Final Comments related to your Performance Development, as necessary.

21. Click **Send**.



The screenshot shows a web interface titled "Send". Below the title, it says "Send to the next contributor:". There are two radio button options: "Send **forward** to Test TestEE to Sign & Complete" (which is selected) and "Send **back** to Regina Evans for changes". To the right, there is a section titled "Routing Comments" with the text "These comments will not appear on the final review and are visible to all review contributors." Below this is a large empty text box. In the top right corner, there is a green button labeled "Send", which is highlighted with a red rectangle. A black circle with the number "21" and an arrow points to this button.