

2025 NSM Manager/Supervisor Performance Development Discussions

UKG Job Aid for Leaders

**NATIONAL
SEATING &
MOBILITY**

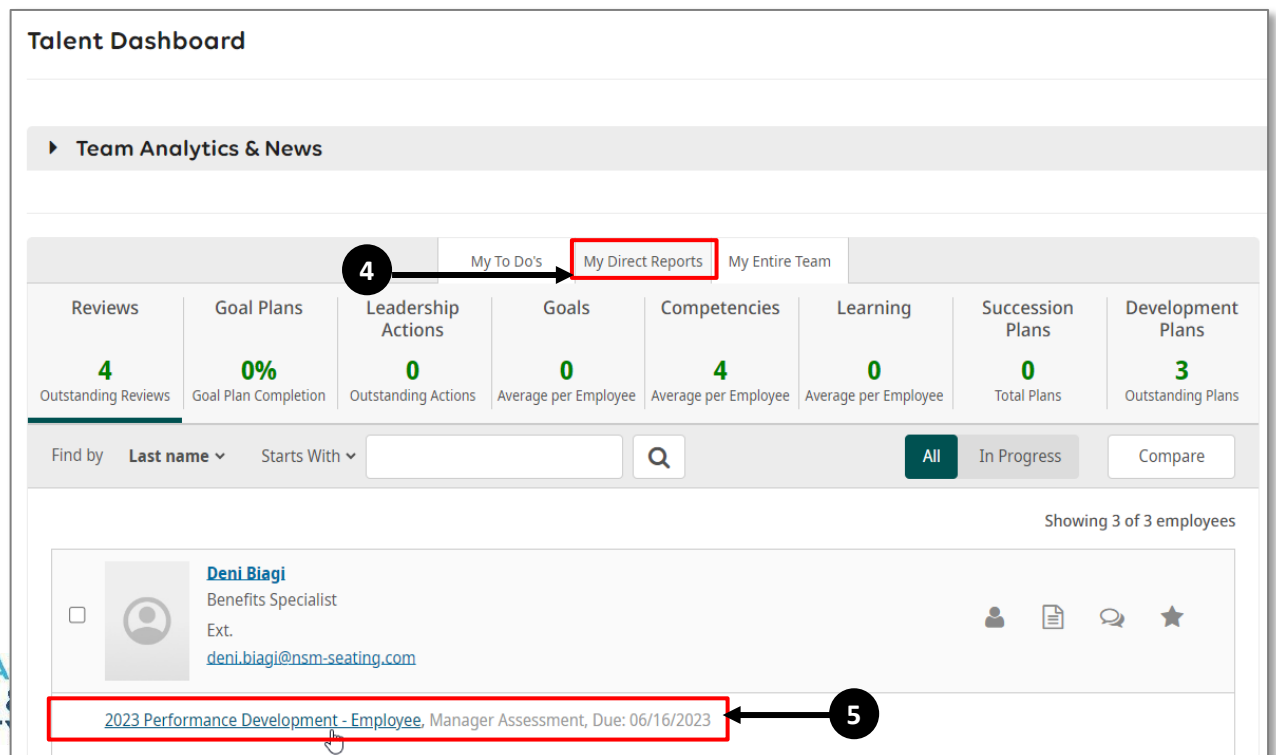
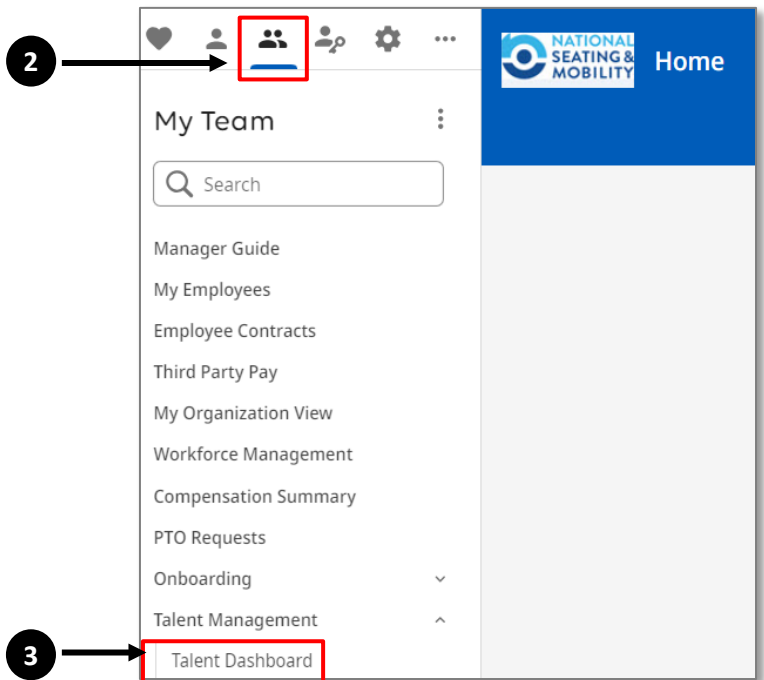


UKG: Complete Annual Employee Performance Discussion

This job aid is intended for NSM leaders to utilize when completing annual employee performance discussions documents in UKG.

1. Click the link to **UKG** via WNSM.
2. Select **My Team** from the main menu.
3. Select **Talent Dashboard** from the Talent Management section.
4. Click **My Direct Reports** and select the appropriate employee Performance Discussion.
5. Employees who have been here for several years will have multiple reviews listed. Click on the **2025** link to open this year's discussion document.

Note: You can minimize certain sections of this dashboard for easier navigation. You can search for an employee using the search bar or by scrolling through the alphabetic list.



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The annual Performance Discussion is broken into three parts:

1. Competencies
2. Open Ended Questions
3. Overall Comments

6. 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	—	—

Note: You can return to this section to make adjustments and additional comments by clicking **Edit**.

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	—

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7. Review the Employee self-rating and comments related to the HEARTS Competency and Overall Performance.

8. From the drop-down menu, select the rating that best represents the employee's Overall Performance over the last 12 months and how they modeled HEARTS Core Values. Refer to the Performance Development 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

Note: For information on the Distribution of Ratings and the Guidelines for Fair and Accurate Reviews, utilize the 2025 Leader Performance Discussion Guide.

9. Enter comments related to the HEARTS Core Values and overall performance.

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.

Employee

8 → 2 - Solid Performer

9 → Add your comments

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

10 → save reset cancel 10 → save & close print help

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11. To complete the Open Ended Questions section, click the second **Start** button.

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	—

11

Edit

Start

Start

12. Review the employee's comments in the following sections: areas of strong performance, areas to seek improvement, additional experience, training or education and where you as the manager can lend additional support.

Add your comments in the manager comments box.

edit labels save reset cancel sa

Open Ended Questions

1. ▾ Areas of demonstrated strong performance:

Add your comments

12

13. To add Overall Comments, click the final **Start** button.

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	—

13

Edit

Start

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14. Review the employee's Overall Comments, including their final thoughts regarding their performance as well as any feedback for you concerning additional support.

15. Enter your overall comments.

16. Click **save & close**.

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

15 →

16 → save & close

17. A final score will calculate. The score is an average from the ratings given for Overall Performance and Core Values, from the Competencies section.

18. If you wish to change this score, click **Override** and select the appropriate, revised final score from the drop-down menu.

***Note:** The Final Score should be a culmination of the employees HEARTS score and Overall Performance. The Final Score is at the manager's discretion. Refer to the Leader Guide for the Anticipated Distribution of Scores information. Human Resources will partner with you to discuss performance improvement plans for any employee with a final score of 1 – Needs Improvement.

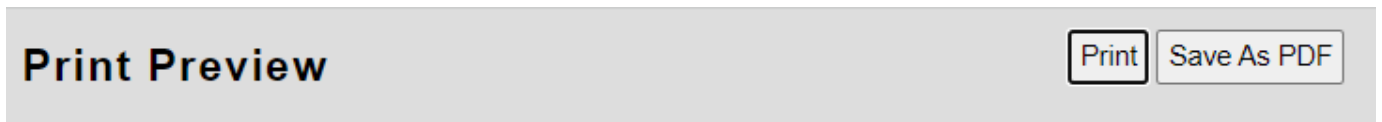
Review sections			
	Employee Rating	Manager Rating	
✓ Competencies Completed	2 - Solid Performer	2 - Solid Performer	Edit
Open Ended Questions	N/A	N/A	Start
Overall Comments	N/A	N/A	Start
Final Score	2 - Solid Performer	2 - Solid Performer	17 → 18 → Override

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19. Schedule and Conduct the Performance Discussion with your employee.
20. If you would like to provide your employee a printed or PDF copy of the performance discussion, navigate back to the review and select **Print Full Review**.



21. Select **Print** or **Save As PDF** to save a copy of the Performance Discussion to your computer.



22. *After you have met with the employee*, click **Send** to forward the document to your employee for electronic signature/acknowledge of the discussion.

- **Do not click Send until you have conducted the Performance Development conversation.**
- **Once you click send, the employee will receive an email notification instructing them to sign the final Performance Discussion.**
- There is an option to pull the Performance Development Discussion document back to the Supervisor/Manager's queue for revision. Please work with your HR Business Partner if you need the documentation back.



23. After the employee has electronically signed, the final step is for **managers to electronically sign**. Once the supervisor/manager has electronically signed and acknowledged, the discussion documentation will be considered finalized.