

# New Hire Introductory Period Evaluation (Team Member Guide)

## Accessing MySuccess

- **MyWay PeopleSoft** → Quick links for Team Member → MySuccess

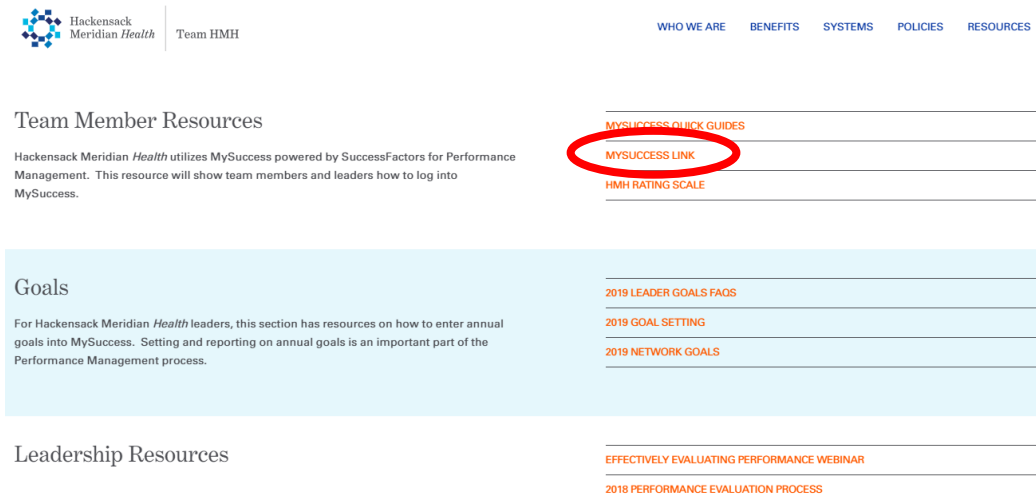


The screenshot shows the MyWay PeopleSoft interface. At the top, there is a navigation bar with a dropdown menu set to 'MyWay'. Below this, the main content area is divided into several sections:

- Welcome to MYWAY:** A large section with a logo and text: "The place where team members can update their personal information. Contact the Team Member Support Services team by emailing [HumanResources@hackensackmeridian.org](mailto:HumanResources@hackensackmeridian.org) or by calling '551-996-2877'".
- Announcements:** A section with a megaphone icon and the text "No New Announcements".
- Company Directory:** A section with an icon of a person and a list.
- My Benefits:** A section with an icon of a person, a house, and a cross.
- My Payroll:** A section with an icon of a stack of money and a clock.
- My Time Statement:** A section with an icon of a briefcase and a scale.
- Team Member Self Service:** A section with an icon of a person and a document.
- Quick links for Team Member:** A section with an icon of a hand pointing to a screen.
- Learning:** A section with an icon of a person wearing a graduation cap.
- Team Member Service Center:** A section with an icon of a person and a speech bubble.

OR

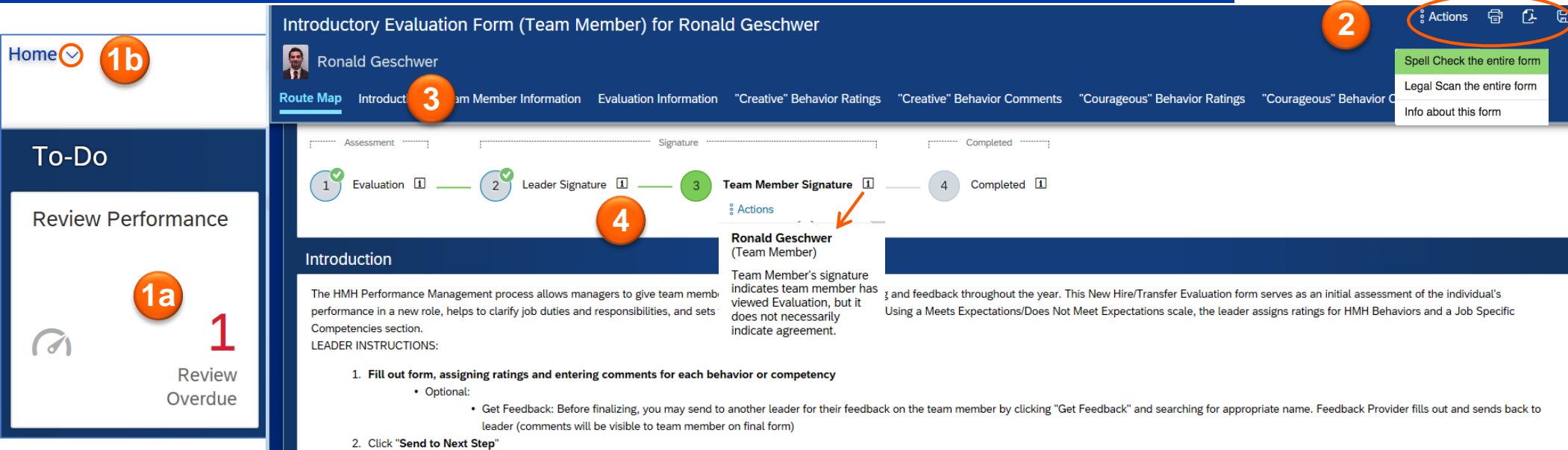
- [www.TeamHMH.com](http://www.TeamHMH.com) → Resources → Performance Management → MySuccess




The screenshot shows the www.TeamHMH.com website. At the top, there is a navigation bar with the Hackensack Meridian Health logo and the text "Team HMH". To the right of the logo, there are links for "WHO WE ARE", "BENEFITS", "SYSTEMS", "POLICIES", and "RESOURCES". Below the navigation bar, the main content area is divided into several sections:

- Team Member Resources:** A section with the text: "Hackensack Meridian Health utilizes MySuccess powered by SuccessFactors for Performance Management. This resource will show team members and leaders how to log into MySuccess." To the right of this section, there is a list of links: "MYSUCCESS QUICK GUIDES", "MYSUCCESS LINK" (circled in red), and "HMH RATING SCALE".
- Goals:** A section with the text: "For Hackensack Meridian Health leaders, this section has resources on how to enter annual goals into MySuccess. Setting and reporting on annual goals is an important part of the Performance Management process." To the right of this section, there is a list of links: "2019 LEADER GOALS FAQS", "2019 GOAL SETTING", and "2019 NETWORK GOALS".
- Leadership Resources:** A section with the text: "EFFECTIVELY EVALUATING PERFORMANCE WEBINAR" and "2018 PERFORMANCE EVALUATION PROCESS".

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Home  **1b**








To-Do

Review Performance **1a** **1**  
Review Overdue

Introductory Evaluation Form (Team Member) for Ronald Geschwer

Ronald Geschwer

Route Map | Introductory Evaluation Form (Team Member) | Team Member Information | Evaluation Information | "Creative" Behavior Ratings | "Creative" Behavior Comments | "Courageous" Behavior Ratings | "Courageous" Behavior Comments

1  Evaluation  — 2  Leader Signature  — 3  Team Member Signature  — 4 Completed 

Actions

Ronald Geschwer (Team Member)

Team Member's signature indicates team member has viewed Evaluation, but it does not necessarily indicate agreement.


Introduction

The HMH Performance Management process allows managers to give team member performance in a new role, helps to clarify job duties and responsibilities, and sets Competencies section.





LEADER INSTRUCTIONS:

- Fill out form, assigning ratings and entering comments for each behavior or competency
  - Optional:
    - Get Feedback: Before finalizing, you may send to another leader for their feedback on the team member by clicking "Get Feedback" and searching for appropriate name. Feedback Provider fills out and sends back to leader (comments will be visible to team member on final form)
- Click "Send to Next Step"

## Overview: New Hire Introductory Form





**Getting Started:** On the Home Page, you'll see a To-Do tile for any modules that have pending tasks assigned to you. Either (a) Click on the hyperlink in To-Do's to navigate to your New Hire Introductory evaluation form or (b) Click the  next to **Home** to view your menu options and select **Performance**. You'll land on the **Evaluations** tab and will see a list of forms available to you.

### Performance Evaluation Action Buttons:

- Click the  icon to enable spell check, legal scan, or to view information for the form.
- Click the  icon to print the evaluation.
- Click the  icon to save the evaluation as a PDF.
- Click the  icon to save the form. **Note:** The system autosaves the form every 15 to 20 seconds.

**Introductory Evaluation Sections:** Select an option to jump directly to that section of the Introductory evaluation form. **Note:** The section you are in will be bold and highlighted.

**Route Map:** The steps in the performance evaluation process are listed here.

-  - The current step is green. Remember to check here to see if the step has a Step Due Date.
-  - All completed steps will have a small green check to the right of the step number.
-  - The group icon indicates multiple people may be involved in a step, for example, when users may be completing their self-evaluation or providing feedback.
-  - Click the information icon to see a description of the step, including responsibilities and the participants involved in the step.

**Note:** You may not have any actions other than Signature, unless your Leader send the Introductory Evaluation to you for comments using the Get Feedback Feature. If so, Leader cannot access form again until you return it.

# New Hire Introductory Period Evaluation (Team Member Guide)

## Team Member Signature

Introductory Evaluation Form (Team Member) for Ronald Geschwer

Actions

Ronald Geschwer

Route Map Introduction Team Member Information Evaluation Information "Creative" Behavior Ratings "Creative" Behavior Comments "Courageous" Behavior Ratings "Courageous" Behavior Comments "Compassionate" Behavior Ratings More

### Signature Section

**Leader:** My signature indicates the performance discussion has been held and the Team Member has been informed of the results of this evaluation (Leaders must hold performance discussions *before* signing as this will make the evaluation visible to the Team Member for their signature).  
**Team Member:** My signature indicates that I have read this evaluation, but does not necessarily indicate agreement with it.

Leader: **Patrice M Ventura** 06/20/2019  
Exceptional Team Member. Always going above and beyond.

Team Member: *Ronald Geschwer has not signed yet*

Ronald Geschwer's Comments

1

2

Cancel Save and Close Sign

1

**Comments:** You may review form and enter final comments before signing the introductory form. **Note:** Comments are not required and spell check and legal scan are available.

### Action Options:

2

- **Save and Close** to return to the form and complete later.
- **Sign** to complete the form when you have read all of the content. **Note:** You'll need to click Sign one more time to confirm and officially complete the form.