LICENSING AND REGULATORY AFFAIRS
CUSTOMER DRIVEN. BUSINESS MINDED.

HRMN Performance Management

Completing a Review

Log in to your MI HR Self-Service Account

- Click the following link to access the Self-Service Gateway: http://www.michigan.gov/mdcs/0,4614,7-147-64549---,00.html
- Select Self-Service from Work or Self-Service from Home to access the system

LICENSING AND REGULATORY AFFAIRS

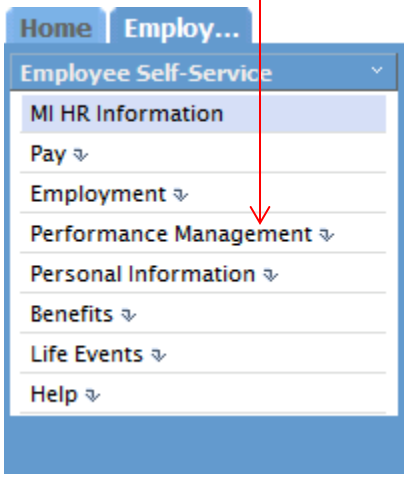
Log in to your MI HR Self-Service Account

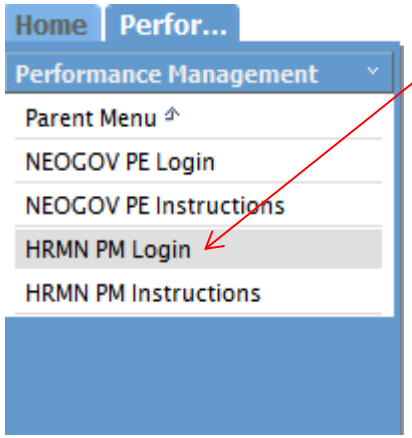
- Enter your username and password. Your username is “h” followed by your employee ID number. For example, h1234567

LICENSING AND REGULATORY AFFAIRS

Log in to Performance Management

- From the menu on the left, click on Performance Management. On the next menu, click on HRMN PM Login

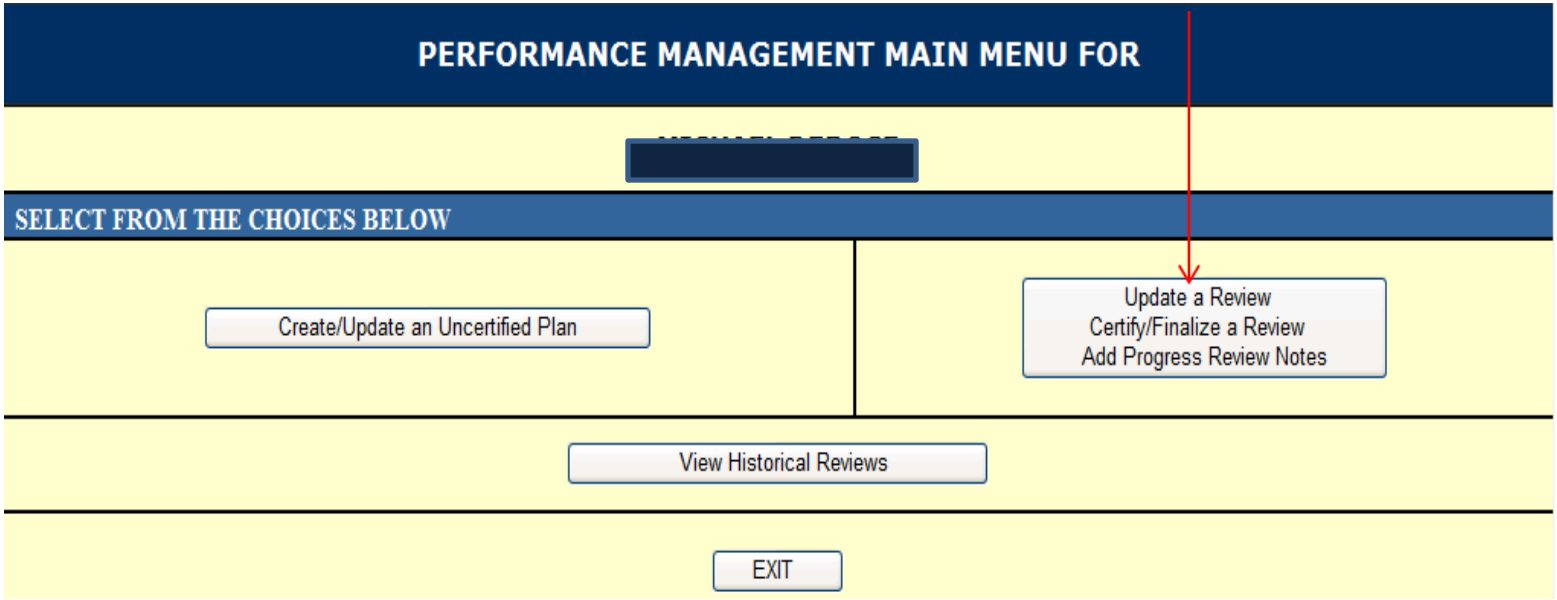




- This will bring up the main HRMN Performance Management Page

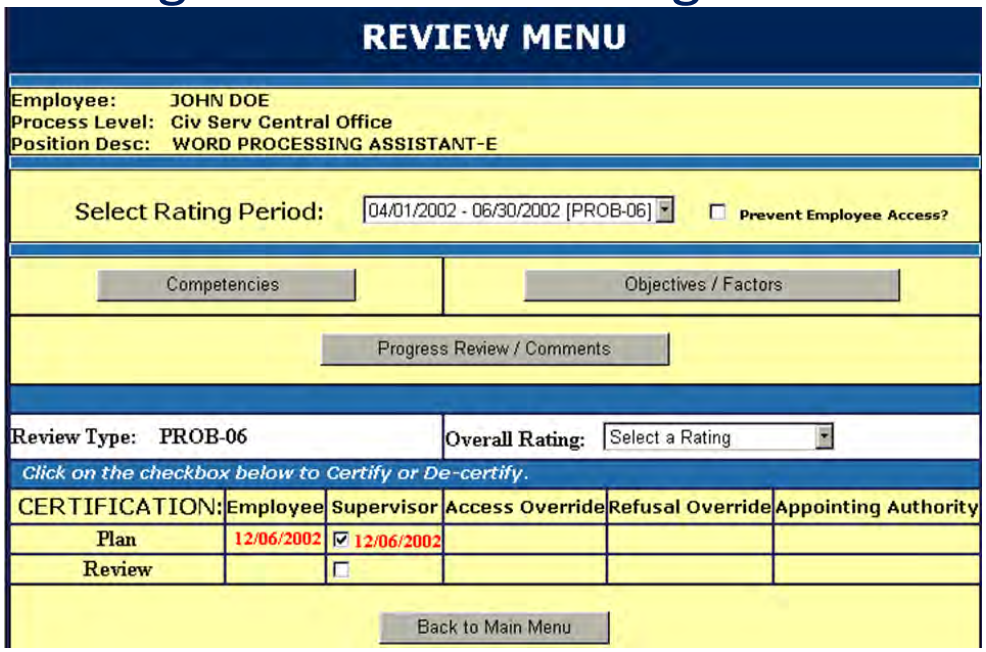
Completing the Review

- Click on Update a Review



Reviewing the Competencies

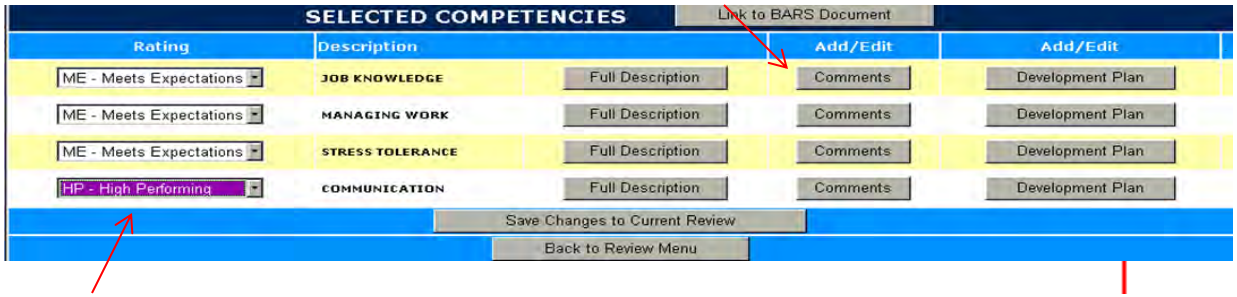
- The plan menu will appear. Make sure that the current rating period is showing in the Select Rating Period drop-down



- Click on Competencies

Reviewing the Competencies

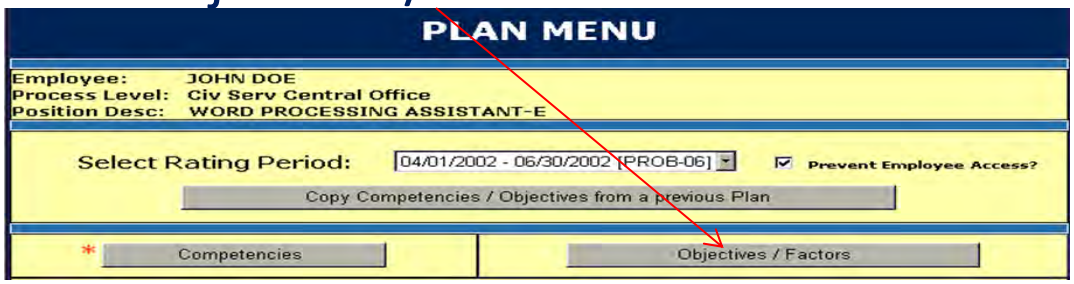
- Add comments to each competency prior to selecting a rating by clicking on the comments box



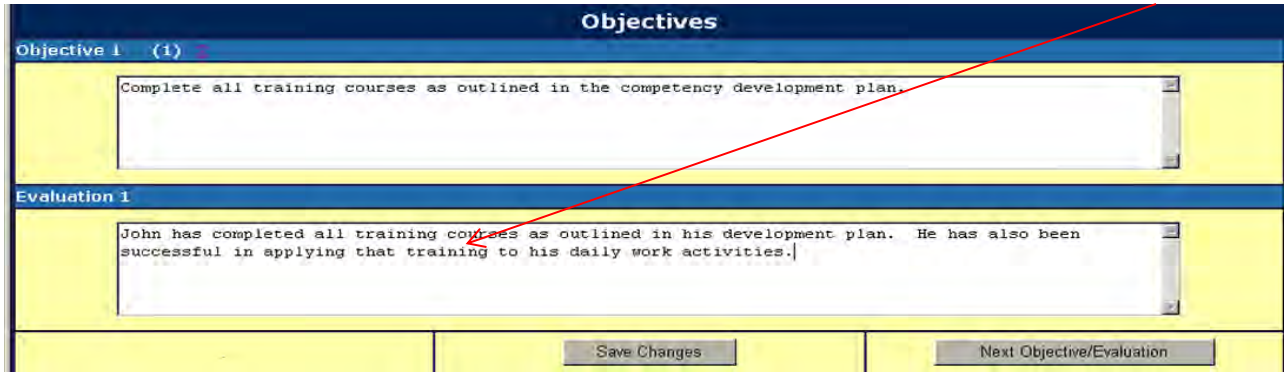
- Select a rating for each competency from the drop-down menus
- Click Save Changes to Current Review to save progress

Reviewing the Objectives

- Click Objectives/Factors from the Main Menu



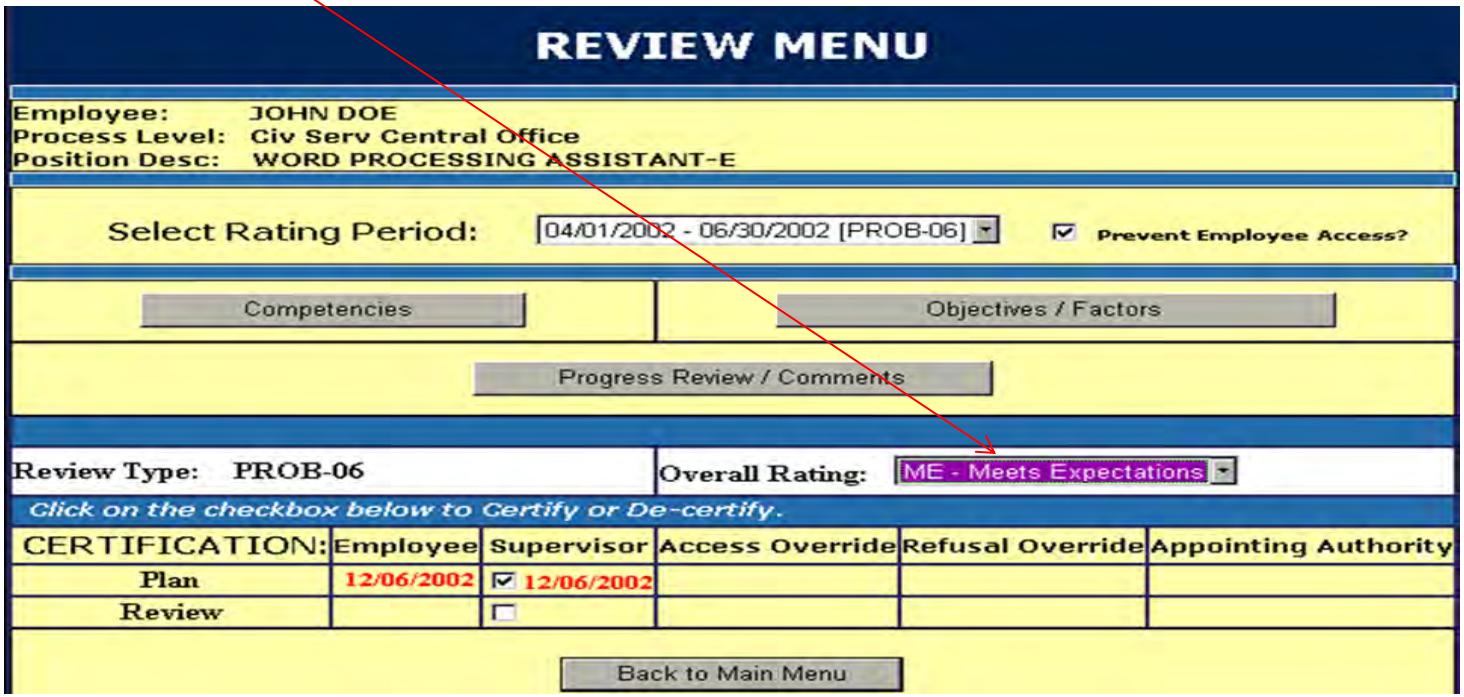
- Enter your evaluation of the objective in the evaluation box



- Click Save Changes to move to the next objective

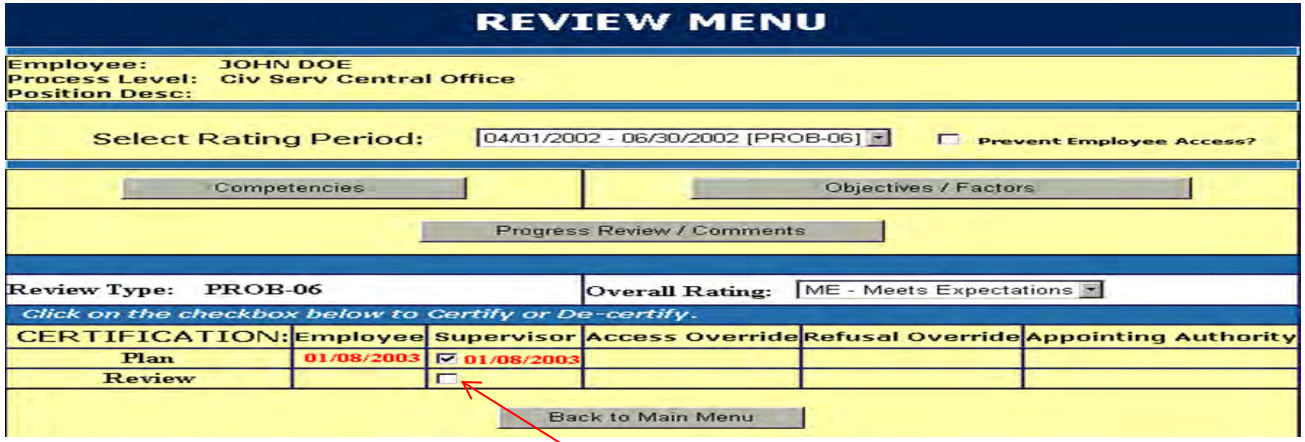
Completing the Overall Rating

- From the Main Menu, select an overall rating from the drop-down box

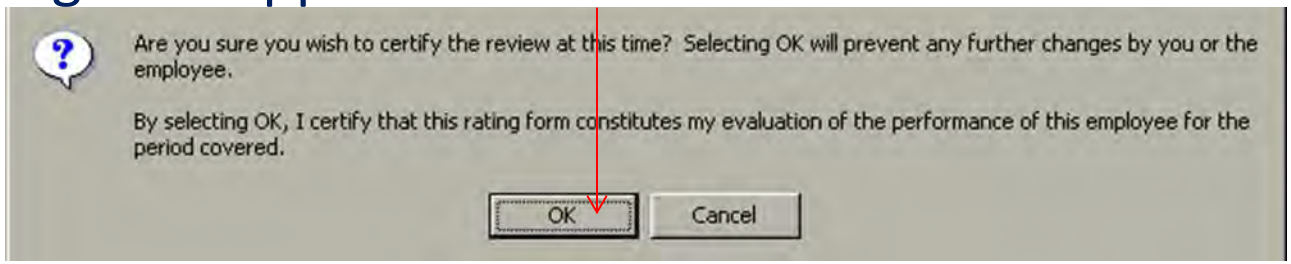


Certifying the Review

- Return to the main menu to certify the review



- Click on the check box under Supervisor. The following message will appear. Click OK



You're done!

- You have completed and certified the HRMN Performance Review
- An email will be sent to your employee instructing them to view and certify the review
- You will receive an e-mail notifying you that the employee has certified. If you do not receive this e-mail, you should follow-up with the employee to ensure the certification is complete.