

Overview

This document provides an overview of the staff performance appraisal process and identifies areas where additional guidance or clarification might be helpful.

Notes

- This document provides a **one-page summary** of the process that includes enough information to get you started, followed by additional sections that provide more detailed guidance.
- Some departments, such as the Police Department, use a modified or different evaluation. While some details may differ, the mechanics are the same.
- Goals from 2025-2026 are automatically pulled into the review process.
- Both the employee and their manager must sign off in Ignite to confirm that the performance discussion meeting has occurred. The process is not complete until both parties have signed off. However, the manager must sign off first before the employee can do so.

Key Difference from Previous Years

- A new visual look and feel.

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One Page Summary on Evaluations

Evaluation Process (Manager steps are shown in gold below.)

1	2	3	4	5
Employee completes and submits self-evaluation. (Deadline: March 20)	Manager completes the evaluation. (Deadline: April 10)	The manager shares the completed evaluation with the employee, and they meet to discuss. (Deadline: April 27)	Manager indicates performance review meeting was held. (Deadline: April 27)	Employee confirms the performance review meeting was held. (Deadline: April 27)

Navigate to Evaluation

1. My Team > Performance > 2025-26 Staff Performance Review

Complete the Evaluation

1. The document has several sections. Click into each section to complete.
 - **Document Details:** Ignore this section. It contains administrative details about the document.
 - **Ratings Summary:** This section shows the overall calculated rating from the other sections **AND** includes a comment section for you to complete.
 - Provide a brief overview of the employee's overall performance, including notable successes and challenges worth highlighting, especially those not mentioned in other sections, as well as areas of strength and development for future career growth.
 - **Core Commitments:** This section uses both a drop-down ratings scale and a comments box for each of the six core commitments.
 - Ratings are required, and comments are recommended.
 - Managers are expected to add comments if the highest or lowest ratings are selected.
 - **Job Performance:** This section also uses a rating scale and comment box.
 - **Performance Goals:** If the employee has entered performance goals in Ignite for the past year, they will be included here.
 - There is a comment section, but no rating.
 - If the employee has not entered goals, there is no need to complete this section.
2. When complete, click **Submit**. You can print the document on the **Evaluate Performance** page. The final electronic version of the document will be housed in Ignite.

Share the Evaluation with the Employee

1. Navigate to the evaluation and open it as described above.
2. Click the **Share and Release** button.

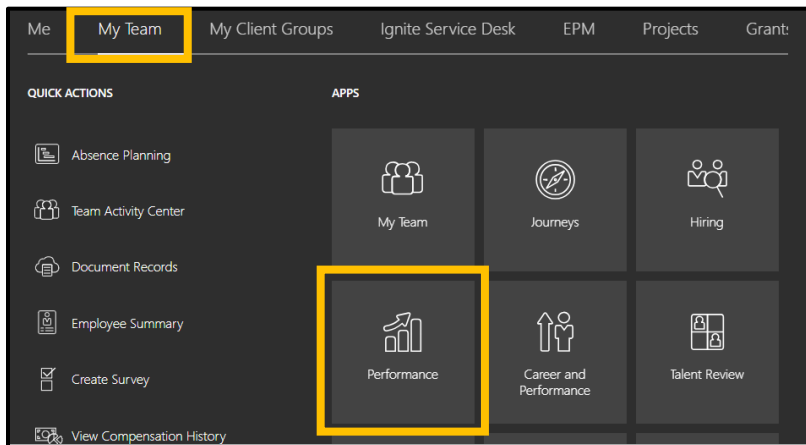
Indicate that the Performance Discussion was Held

1. Navigate to the evaluation and open it as described above.
2. Enter the Date the review meeting was held, enter any additional comments, and then click the Schedule button.
3. The employee will also confirm the meeting was held, but will not be able to do so until after the manager has indicated the meeting was held.

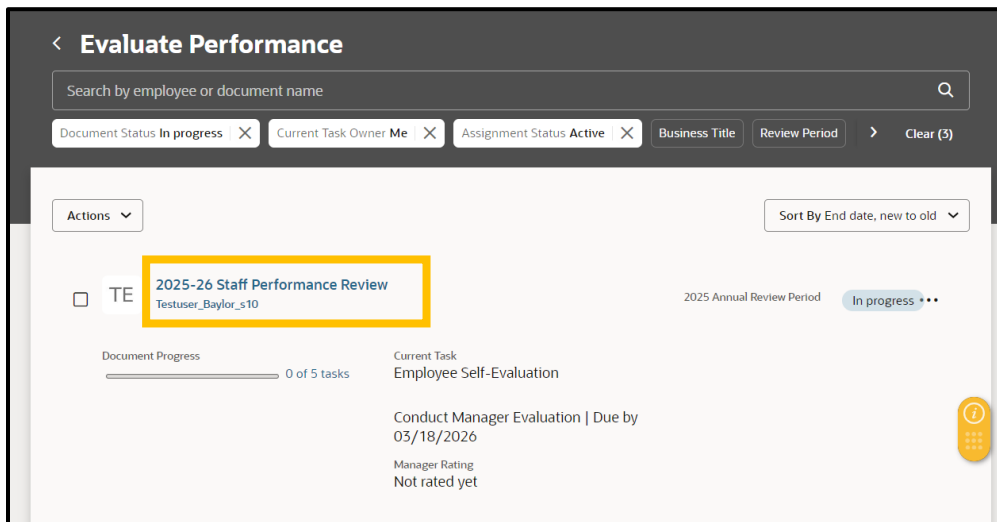
Completing the Evaluation Process

1. Navigate to and Open the Evaluation

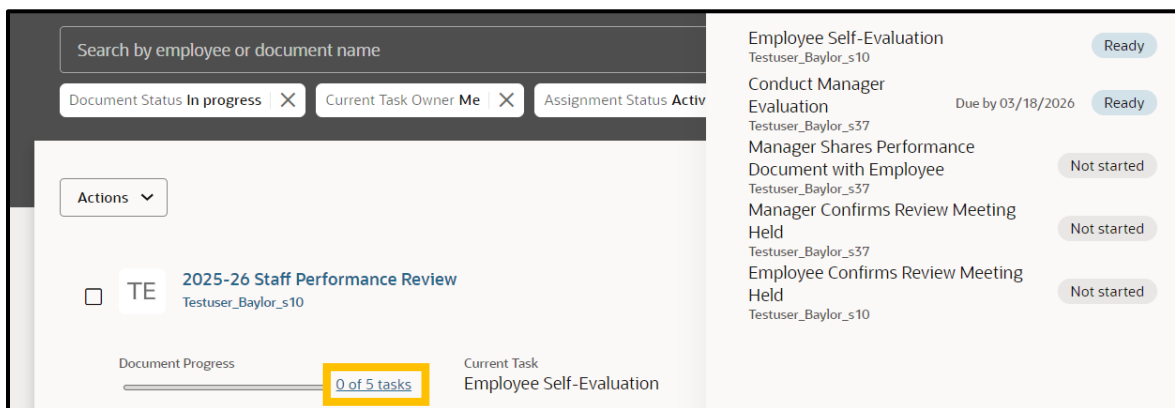
- Under the **My Team** tab in Ignite, select the **Performance** tile.



- In the Evaluate Performance page, select the **2025-26 Staff Performance Review** link to open the evaluation for the desired employee.



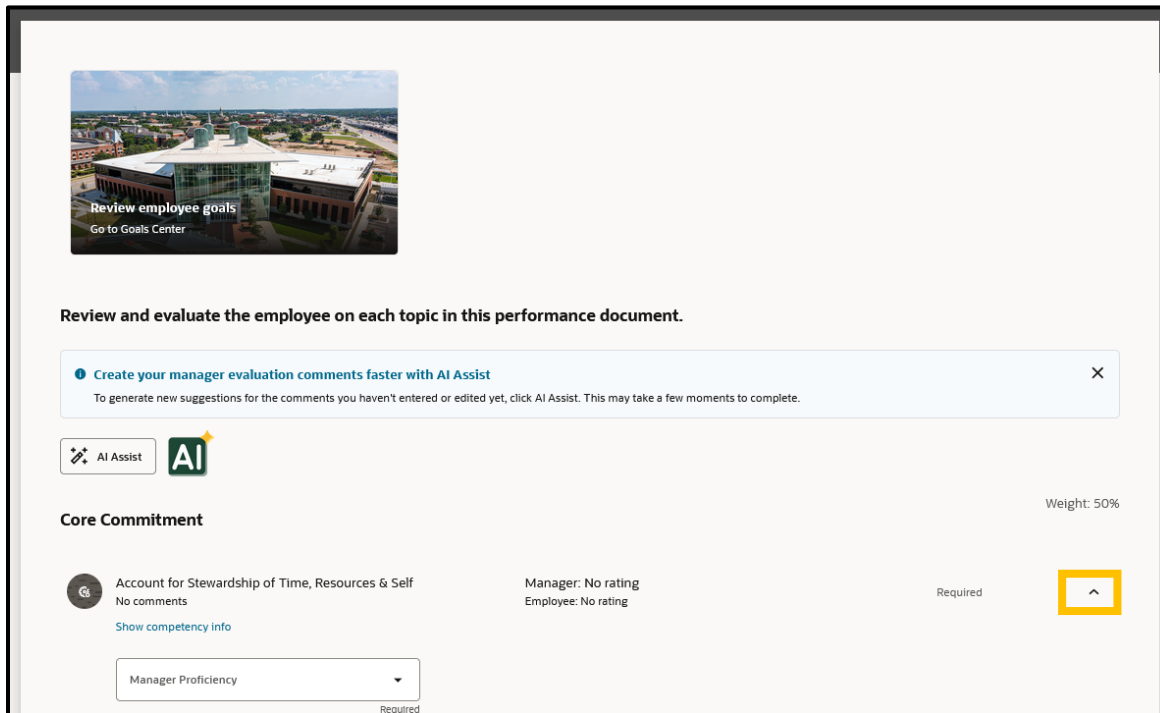
- At any point during the evaluation, click the link under **Document Progress** to see the current step in the process and what steps are left to complete.



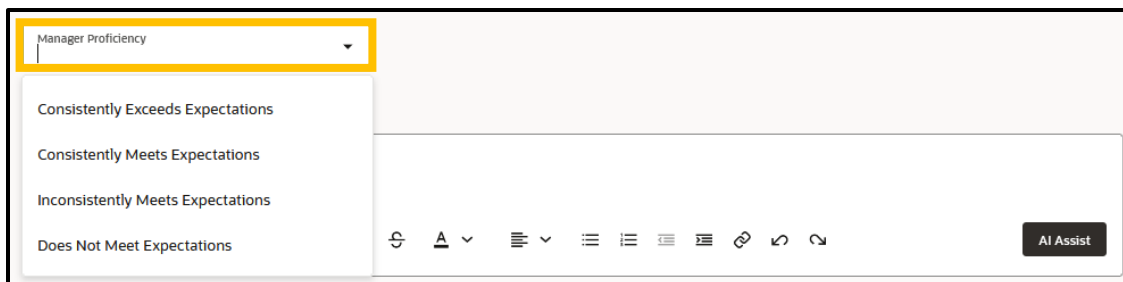
2. Complete Manager Evaluation of the Employee

1. After opening the evaluation, you will see several sections, including the following:
 - a. Core Commitments
 - b. Job Performance
 - c. Performance Goals (if applicable)
 - d. Overall Summary (located at the bottom)

2. To enter ratings or comments, click on the drop-down arrow on the right-hand side of the desired competency.
 - a. An optional **AI Assist** feature is available to suggest language for clarity or enhancement as you write comments. Use of AI Assist is completely optional. All comments should be reviewed and finalized prior to submission.



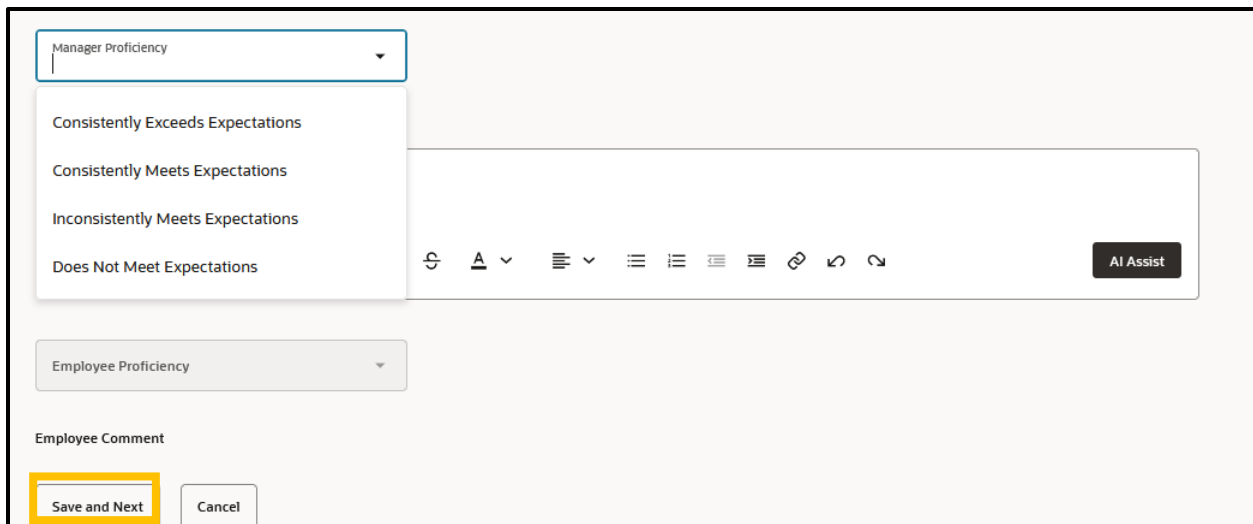
3. After expanding the desired competency, select a rating in the **Manager Proficiency** drop-down menu.



4. Enter comments in the box labeled **Manager Comment**.
 - a. While it's always recommended to add comments to explain the rating, you are **REQUIRED** to add comments if you use either **Does Not Meet Expectations** or **Consistently Exceeds Expectations** ratings.
 - b. Follow all of these steps for each evaluation topic category.



5. To move on to the next evaluation topic, select **Save and Next**.



6. After evaluating the **Core Commitment** section, evaluate the **Job Performance** section the same way.
 - a. If the employee has **Performance Goals**, there is no rating given, but you can comment in that section.
 - b. When you have completed evaluating your direct report, an overall rating will automatically be calculated in the **Ratings Summary** section.
7. In the **Ratings Summary** section, write final comments and an overall summary of their performance for the year and additional comments for items not addressed elsewhere on the form, including areas of strength and areas of development for future career growth.

8. Select **Save and Close** when you are finished.
 - a. After saving, you may return to the document to edit or add additional information.

Ratings Summary

Summary
No comments

Manager: No rating
Employee: No rating

Manager Calculated Rating: No rating (0) Calculate

Manager Comment

Employee Calculated Rating: No rating (0)

Employee Comment

Save and Close Cancel

9. Click **Submit** in the upper right-hand corner of the screen to submit your direct report's evaluation.
 - a. **Once submitted, you will not be able to make any additional changes.**

Conduct Manager Evaluation

Testuser_Baylor_s40

Performance Document 2025-26 Staff Performance Review Evaluated By Testuser_Baylor_s37

Submit

10. To print the document, select the three-dot menu of the desired evaluation on the **Evaluate Performance** page.
 - a. Then select **Print**.

Actions Sort By End date, new to old

TE 2025-26 Staff Performance Review
Testuser_Baylor_s40

2025 Annual Review Period In progress

Document Progress: 2 of 5 tasks

Current Task: Manager Shares Performance Document with Employee | Due by 04/27/2026

Print

Note: If you do not add comments to one or more of the sections, you will get a warning message. If you select **No**, the document will not be submitted, and you can make changes. If you select **Yes**, the document will be submitted.

3. Optional All-in-One Method for Entering Reviews

1. Under the **My Team** tab in Ignite, select the **Performance** tile.
2. Click on **All-in-One Evaluations** at the bottom of the Evaluate Performance page.

Evaluate Performance

Search by employee or document name

Document Status **In progress** | X | Current Task Owner **Me** | X | Assignment Status **Active** | X | Business Title | Review Period | Performance Docum > | Clear (3)

Actions ▾ | Sort By End date, new to old ▾

<input type="checkbox"/>	TE	2025-26 Staff Performance Review Testuser_Baylor_s10	2025 Annual Review Period	In progress	...
Document Progress		0 of 5 tasks	Current Task	Employee Self-Evaluation	
			Conduct Manager Evaluation Due by 03/18/2026		
			Manager Rating		Not rated yet
<hr/>					
<input type="checkbox"/>	TE	2025-26 Staff Performance Review Testuser_Baylor_s19	2025 Annual Review Period	In progress	...
Document Progress		0 of 5 tasks	Current Task	Employee Self-Evaluation	
			Conduct Manager Evaluation Due by 03/18/2026		
			Manager Rating		Not rated yet
<hr/>					
<input type="checkbox"/>	TE	2025-26 Staff Performance Review Testuser_Baylor_s20	2025 Annual Review Period	In progress	...
Document Progress		0 of 5 tasks	Current Task	Employee Self-Evaluation	
			Conduct Manager Evaluation Due by 03/18/2026		
			Manager Rating		Not rated yet

My Performance | Evaluate Performance | **All-in-One Evaluations**

3. Select the appropriate performance review from the **Performance Document** drop-down menu.

4. The system will display a list of all staff members who require a performance rating.
- The different sections of the review form are tabbed along the top with the current section in bold and underlined.
 - The status, number of items rated and commented on, and each item in the section are to the right of the employee's name.
 - Use the bar on the bottom of the page to scroll through all review items from left to right.

Name	Evaluation Status	Rated	Commented	Account for Stewardship of Time, Resource		
				Employee		Proficiency *
				Proficiency	Comments	Proficiency *
FT Firecall Testuser_Baylor_s23 E122	Self-evaluation incomplete Available to Evaluate	0/6	0/6			
TE Testuser_Baylor_s10 E109	Self-evaluation incomplete Available to Evaluate	0/6	0/6			
TE Testuser_Baylor_s19 E118	Self-evaluation incomplete Available to Evaluate	0/6	0/6			
TE Testuser_Baylor_s20 E119	Self-evaluation incomplete Available to Evaluate	0/6	0/6			
TE Testuser_Baylor_s21 E120	Self-evaluation incomplete Available to Evaluate	0/6	0/6			
TE Testuser_Baylor_s22 E121	Self-evaluation incomplete Available to Evaluate	0/6	0/6			
TE Testuser_Baylor_s40 E139	Available to Evaluate	6/6	6/6	Consistently Meets Expectations		Consistently Exceeds Expectations

- Click on the number shown under **Rated** or **Commented** to open that section of the review document to select the ratings as previously described.

Core Commitment		Job Performance	Performance Goals	Ratings Summary		
Actions		Sort By Name ascending		All Statuses Not Available Yet Available to Evaluate Completed		
Name	Evaluation Status	Rated	Commented	Account for Stewardship of Time, Resource		
				Employee		
FT Firecall Testuser_Baylor_s23 E122	Self-evaluation incomplete Available to Evaluate	0/6	0/6	Proficiency	Comments	Proficiency *

- Under the **Manager** tab, select the box for the desired employee under **Proficiency** to give a rating.

Core Commitment		Job Performance	Performance Goals	Ratings Summary		
1 selected		Sort By Name ascending		All Statuses Not Available Yet Available to Evaluate Completed		
Name	Rated	Account for Stewardship of Time, Resources & Self				Build Re
		Employee		Manager		
		Proficiency	Comments	Proficiency *	Comments	Proficiency
FT Firecall Testuser_Baylor_s23 E122						
TE Testuser_Baylor_s10 E109						
TE Testuser_Baylor_s17 E116						
TE Testuser_Baylor_s19 E118						
TE Testuser_Baylor_s20 E119						
TE Testuser_Baylor_s21 E120						
TE Testuser_Baylor_s22 E121						
TE Testuser_Baylor_s40 E139	Consistently Meets Expectations					Consistently Meets Expectations
TE Testuser_Baylor_s41 E140						

- Select the different section tabs to repeat all sections of the document.

Core Commitment		Job Performance	Performance Goals	Ratings Summary		
Actions		Sort By Name ascending		All Statuses Not Available Yet Available to Evaluate Completed		
Name	Evaluation Status	Rated	Commented	Overall Skills & Performance		
				Employee		
FT Firecall Testuser_Baylor_s23 E122	Self-evaluation incomplete Available to Evaluate	0/1	0/1	Proficiency	Comments	Proficiency *

- Repeat for each staff member.
- When complete, click **Submit** in the top right corner.

2025-26 Staff Performance Review Cancel Submit

Review Period: 2025 Annual Review Period Performance Document: 2025-26 Staff Performance Review

- After submitting, you may see a warning message. Select **Ignore Warnings and Complete Submission**.

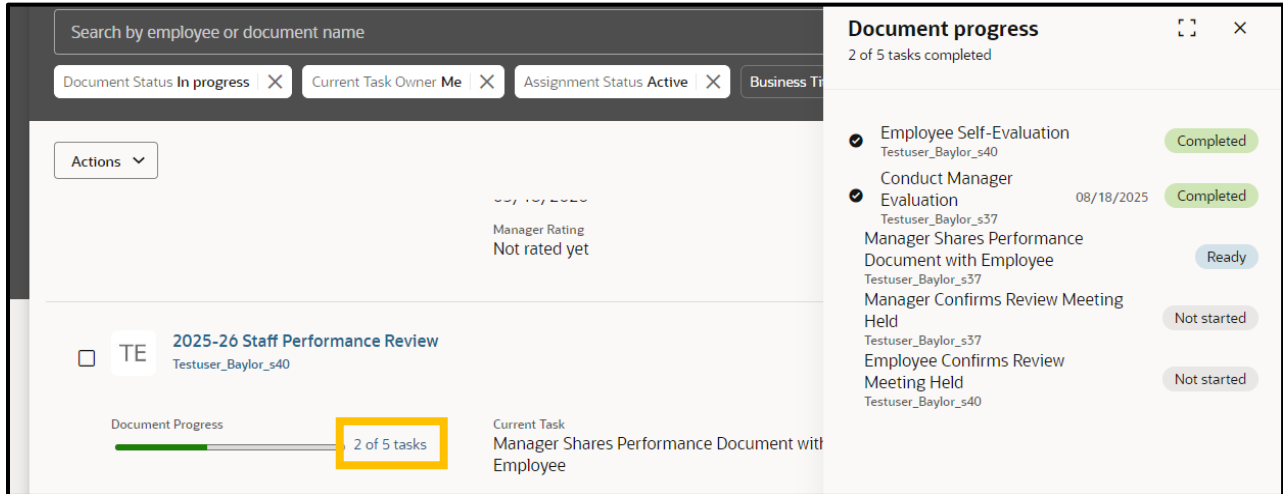
2025-26 Staff Performance Review Cancel Submit

⚠ One or more performance documents have warnings and the manager evaluations for those documents haven't been submitted. Do you want to ignore the warnings and complete submission? ✕

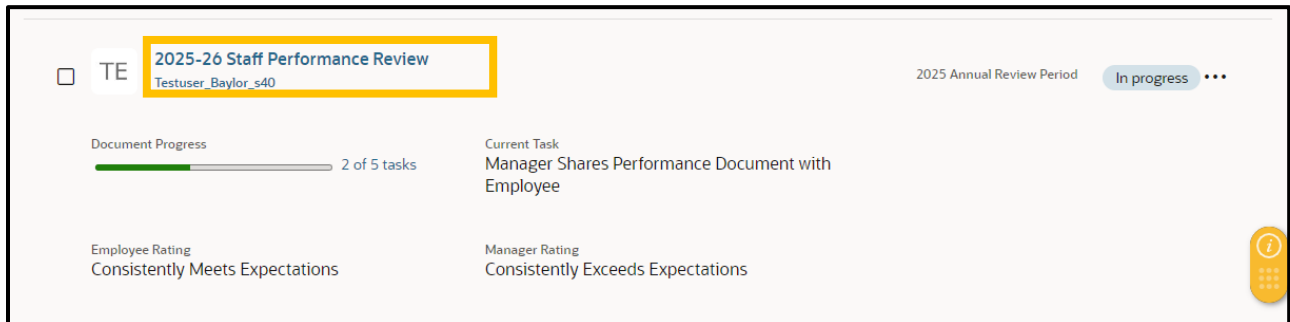
Ignore Warnings and Complete Submission No

4. Share and Release a Manager Evaluation

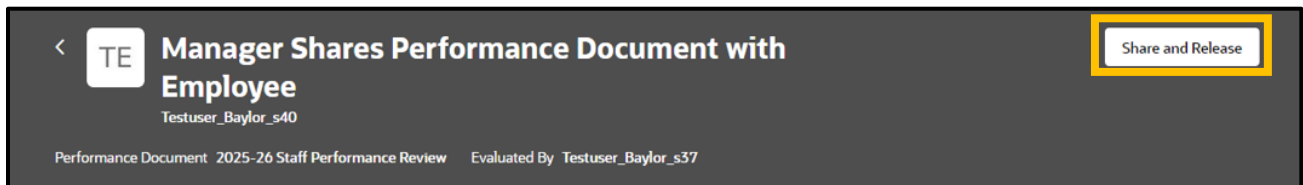
1. Under the **My Team** tab in Ignite, select the **Performance** tile.
2. Under Document Progress, click the **2 of 5 tasks** link to check the tasks to complete before sharing and releasing the Manager Evaluation.



3. Click on the performance evaluation by selecting the **2025-26 Staff Performance Review** link for the desired employee.

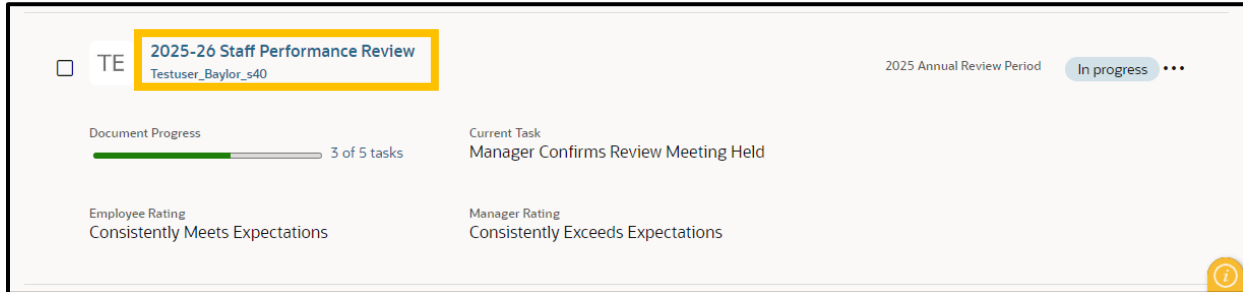


4. In the top right corner of the screen, click **Share and Release** to share the evaluation for employee review. This will give the employee access to your ratings and comments.

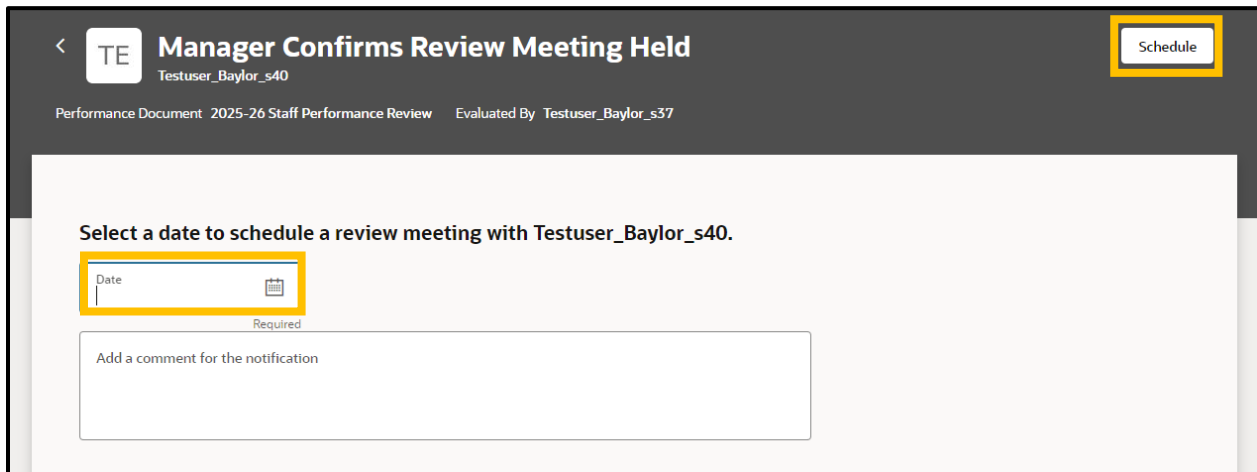


5. Indicate the Date of Performance Review Discussion

1. Return to the Performance page and select the **2025-26 Staff Performance Review** link for the desired employee.



2. Click the **Calendar icon** to enter the date when the performance discussion is planned for or was previously held with your direct report.
3. Add any additional comments and then select **Schedule**.

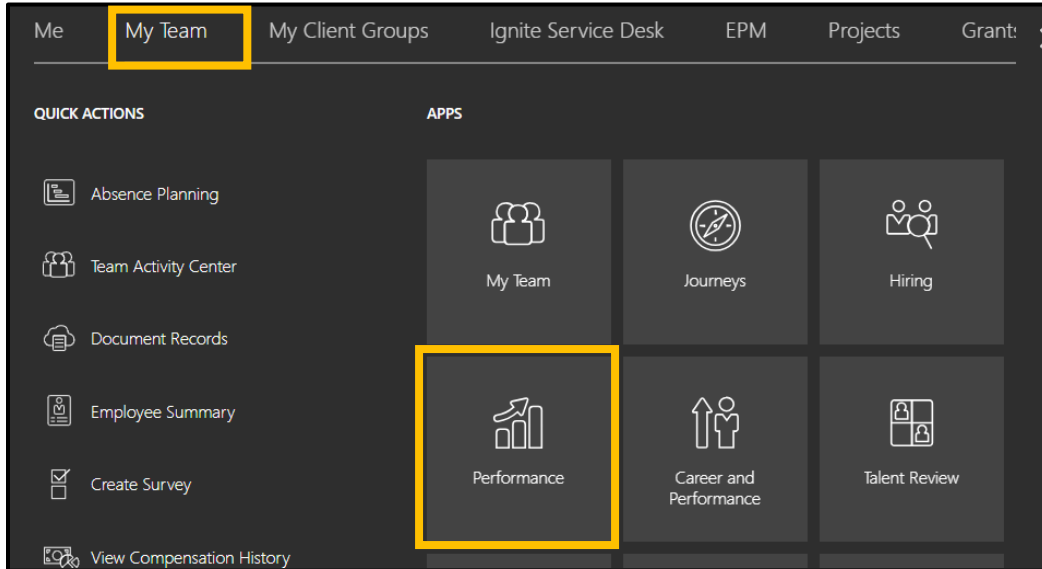


You have now completed all of your steps. Your employee will now be able to confirm the meeting was held in order to finalize the process within Ignite.

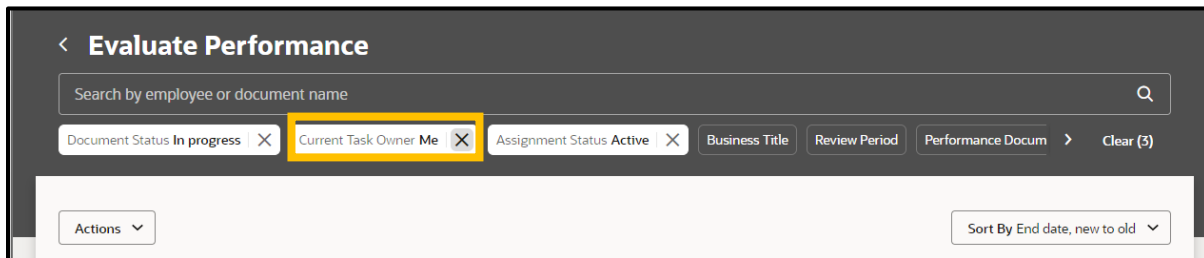
6. View Progress of Direct Reports

Managers can view the individual progress of their employees in the performance appraisal process from the **Performance** tile.

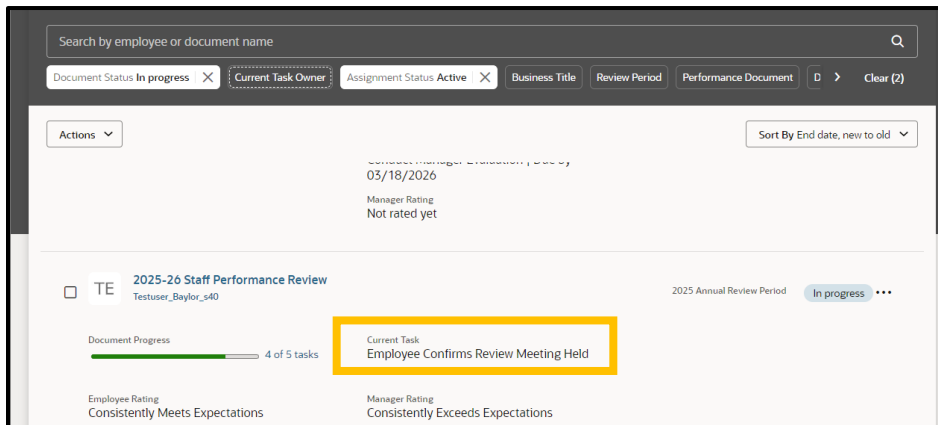
1. Under the **My Team** tab on the Ignite home page, select the **Performance** tile.



2. At the bottom of the page, select **Evaluate Performance**.
3. At the top of the page, **deselect** the “Current Task Owner: Me” filter that is applied by default. This is necessary to see all performance documents that are still in progress.



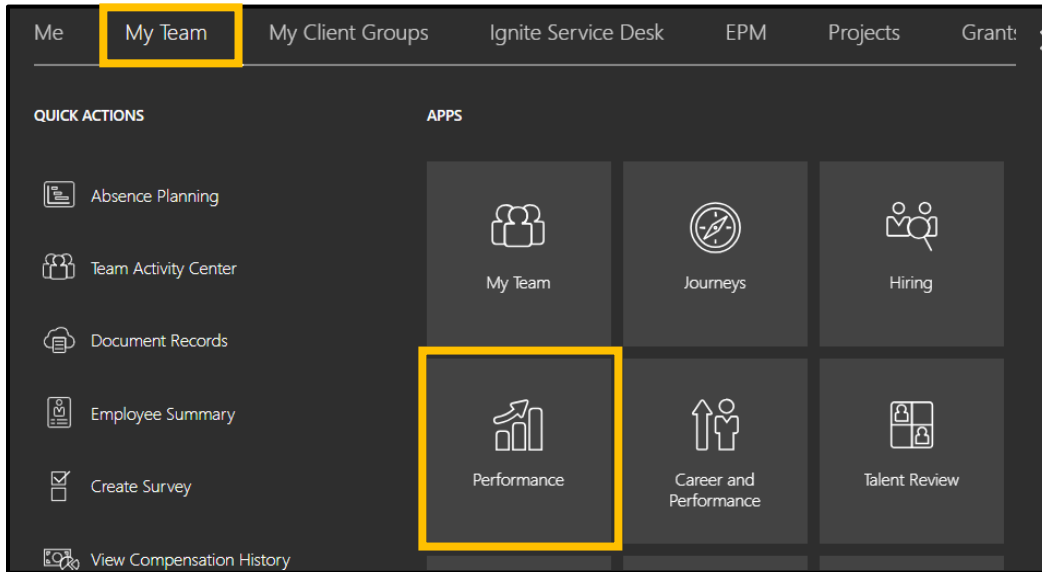
4. The Evaluate Performance screen will display where each direct report is in the process.



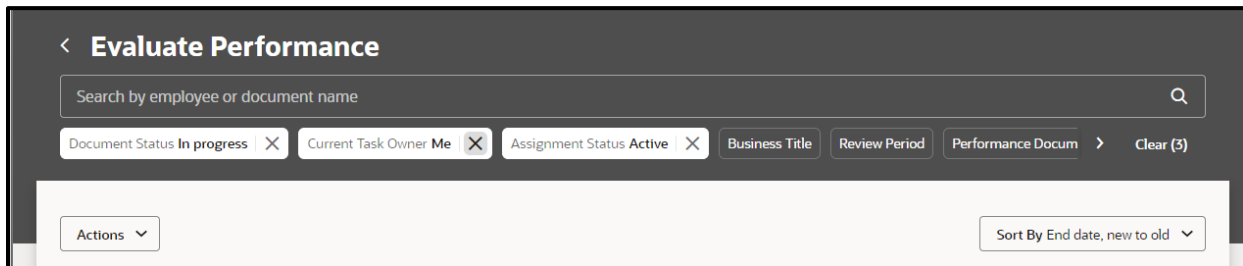
7. View Process Progress of Indirect Reports

Managers can view the individual reviews of all employees who report to them from the **Performance** tile.

- Under the **My Team** tab on the Ignite home page, select the **Performance** tile.



- The following page will display Direct and Indirect Employees (All Evaluatees) by default.



- To only view direct employees, click on the **Employees** filter on the filter scroll bar, and then select **Directs Only**.

