

1. How do I access the my Performance Appraisal Form?

The Performance Appraisal Form is located in the Learning Management System (LMS). To access it, you will log in to the LMS using the same username and password that you use for your SJCG eLearning.

1) From work:

There is an LMS Icon located on your Novell dashboard



2) From home:

On the internet, go to www.sjcg.net. At the bottom of the page, click the **Employee Portal** link.



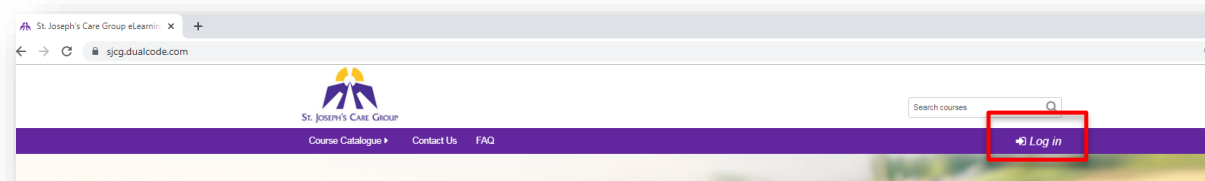
When the employee portal is displayed, click on the LMS option.



Or by visiting <https://sjcg.dualcode.com/>

2. How do I log into the LMS to view or complete my Performance Appraisal Form?

Once you have accessed the LMS main page, you need to log in. Click **Log In** at the top right of the screen.



When the Log in page is displayed, enter your username and password.

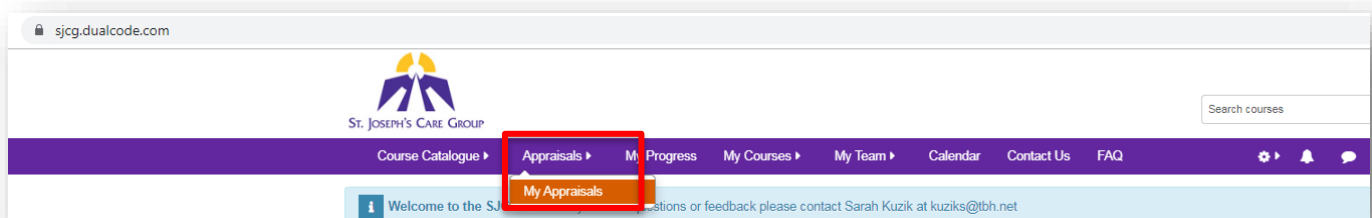
Your user name and password are the same as your Novell and GroupWise e-Mail accounts. Your LMS password is automatically updated whenever you make a change to Novell or GroupWise login.

3. I have forgotten my password. What do I do?

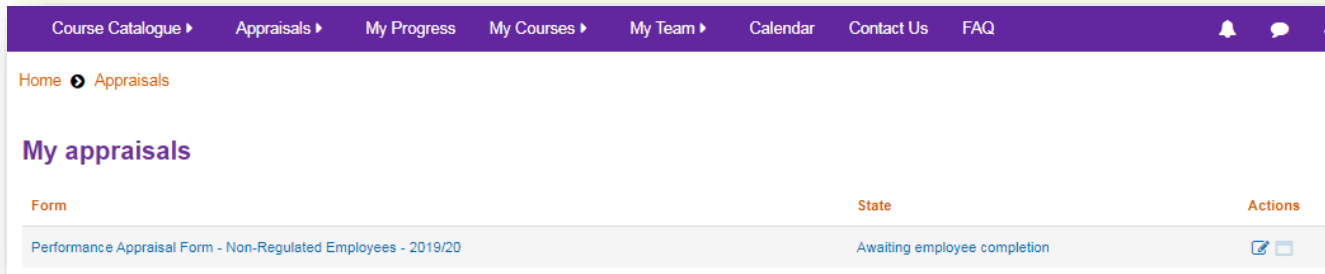
As a current employee, your password is the same as your Novell and GroupWise e-mail passwords. After 5 failed login attempts your account will be locked. You must wait 30 minutes before you may attempt to log in again using the password connected to Novell. If you cannot remember your Novell password, please contact the IT Help Desk at (807)684-6411 or help@tbh.net.

4. How do I see my Performance Appraisal Form?

In order to see the Performance Appraisal Form that is assigned to you, go to the **Appraisals** menu on the LMS and select **My Appraisals**.



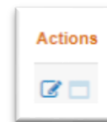
On the My appraisals screen, you will see the form that is assigned to you and its status.



5. How do I view or complete my Performance Appraisal Form?

Click the Fill out appraisal button under the Actions column.

Your Performance Appraisal Form will be displayed.



NON-REGULATED EMPLOYEES

Employee Name:	
Employee ID Number:	
Position:	
Location:	HCSP
Review Date:	
Evaluator Name:	
Manager's Name:	
Number of Days Absent (Last 12 Months)	

RATING SCALE

Exceptional	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
Performance consistently exceeds goals, job requirements and expectations, resulting in an overall quality of work that was superior and made an exceptional/unique contribution. This rating is achievable by any employee through great effort.	Performance frequently exceeds goals, job requirements and expectations. Frequently generates results above those expected of the position.	Performance consistently meets goals, job requirements and expectations. Employee makes a solid, reliable and meaningful contribution to the department/program/ service area.	Performance did not consistently meet goals, job requirements and expectations. Performance failed to meet expectations in one or more essential areas of responsibility and/or one or more of the most critical goals were not met. A plan to improve performance, including timelines, must be outlined and monitored to measure progress.	Unacceptable performance which does not meet minimum position requirements. Situation requires immediate review and action. A plan to correct performance including timelines must be outlined and monitored to measure progress.

- SECTION A - JOB REQUIREMENTS & EXPECTATIONS

- 1. Client/Resident Focused**
Ensures client/residents are priority; interacts with client/residents/families in a professional and courteous manner consistent with the Principles of Conduct and Client-Centered Care.
☐ Exceptional ☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement ☐ Unsatisfactory
- 2. Communication and Collaboration**
Communicates openly in meetings, huddles, and at shift report; seeks mutual understanding from supervisor; promotes teamwork and collaboration with all staff and volunteers. Provides assistance to others when needed.
☐ Exceptional ☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement ☐ Unsatisfactory

For detailed instructions to complete your Performance Appraisal Form, please see the [Guide to Completing Performance Appraisal Form](#) (click the link to access the document).