LOG IN
1. Sign in to UR Talent Web from the HR homepage (for PC users, the recommended browser is Internet Explorer) https://richmond.csod.com
2. User ID is your NetID – the ID you use to log on to the University of Richmond network (i.e. sjones5)
3. Your initial password is Richmond1. After you log on the first time, you will be prompted to change your password
4. If you forget, or have forgotten your password, click on “Forgot Password?” -- you will receive an email with instructions for resetting your password
5. Please be aware if you try to logon unsuccessfully 3 times, you will be locked out of the system for 1 hour, and HR will not be able to assist you during this time.

ACKNOWLEDGE RECEIPT OF YOUR REVIEW
1. As soon as your supervisor signs and submits your performance review in UR Talent Web, you will receive an email from URHR@richmond.edu directing you to review, sign, and submit your performance review. Log into UR Talent Web following the steps above.
2. The first screen is the “My Profile” page. A list of your pending actions will appear in the **Actions** list. You will see an “Employee Signature for 2014-2015 Review” task. Click “Launch” to see your review.

3. Read the Overview instructions. To complete the process, you will review each goal and supervisor comments, review your overall rating, sign, add your own comments (optional) and submit. Click “Get Started” to begin.
3. Scroll down the page to see your goals and supervisor comments. You will only see goals for the 2014-15 performance year (7/1/14-5/31/15). You can add a comment to each of your goals that provides information on your progress during the performance year. Adding comments is not required, but strongly recommended! Once you've read through each of the goals, click “Save and continue” at the bottom of the page. At any time, you can click “Back” to go back a page or “Save and Exit” to save your work and come back to it later.

4. Review your overall performance rating and Supervisor comments. Click “Save and Continue”.
5. Type your name in the signature box. **Click “Sign”**. Type overall comments about your performance and accomplishments in the Comments box (optional but strongly recommended). **Click “Submit”.** The review is not complete until you click “Sign” and “Submit”. Once you sign and submit, the review will disappear from your Actions list. The performance review process is not complete until you review, sign, and submit.
1. How can I see comments or an attachment that I added to the goals earlier in the year?
Click on the upside down triangle next to the goal. Choose either “Goals Page Comments” or “Goals Page Attachments”.

A pop up box with previously written comments or your attachment will appear. If you want to copy and paste these comments into the performance review, right click with your mouse, choose “Copy”. Click “Close” to get back to the performance review and goal. Right click with your mouse and choose “Paste” to paste the comment into the goal comments section.
2. I wrote a performance review in a Word document, how can I upload or attach it?
On each page of the performance review, there is an “Options” box in the upper right hand corner. Click on “Options” and select “Attachments”. You will be prompted to upload the attachment from your files. Click on “File”; choose the file, and then click “Save”. YOU WILL STILL NEED TO REVIEW, SIGN, AND SUBMIT IN ORDER TO COMPLETE THE REVIEW PROCESS.

3. I transferred departments during the year-how will my performance be reviewed?
You should be evaluated based on your performance for the year, both within your current department and the department you transferred from. Your supervisor should contact your previous supervisor and ask that he/she provide comments on your performance for the time period worked in the previous department. This can be done in a Word document and then attached to the performance review in Talent Web (see question #2 above). Your overall performance rating should reflect your accomplishments achieved in both departments.

4. What if I have a dotted line reporting relationship to another supervisor?
Your supervisor should contact the dotted line supervisor and ask that he/she provide comments in a Word document on your performance and accomplishments for the year. The Word document can be attached to the performance review in Talent Web (see question #2 above).

5. Who should be reviewed?
All full and part-time staff employees who are eligible for merit pay receive a performance review and overall performance rating. Those who are not eligible for merit pay and do not receive an overall rating are:
- Full or part-time employees hired on or after March 1st of the performance year
- Temporary employees (short-term or casual)
• Independent contractors
• Limited term employees (including grant funded positions)
• Retirees

Employees, who transfer from one department to another during the performance year, should receive a review, overall rating, and merit pay (see question #3).

6. What if I can’t see the navigation across the bottom of the review? In order to make sure you can see the navigation options on the bottom of the review pages, go to your computer tool bar at the top of your screen. Click “View”, and then click “Full Screen”.

7. How do I print the review? On any page of the review, click “Options” in the upper right hand corner. Select “Print Review” from the drop down menu.

The review will appear, then click “file”, “print” from your tool menu at the top of your computer screen.
8. Why does UR Talent Web show 7/1/14-5/31/15 as the performance review period—I thought it started 6/1/14?

The performance review period began on June 1st, 2014 and runs through May 31st, 2015. Please take into account all employee accomplishments during that time period when determining his/her overall rating. In order to only show goals for this year, the system date had to be set to 7/1/14 start date.

9. What if I want to create my goals for 2015-16?

Talk to your supervisor to gain agreement on your performance expectations for the next year. Once you’ve agreed on your goals, you can go to the Actions page in UR Talent Web. Click on “Create Goals” in the drop down box under “Options” in the upper right hand corner of the Actions page. This will take you directly to the page to create a new goal.

A blank goal page will open. Use the steps below to write a “SMART” goal.

How to Write a SMART Goal:

1. Write the title of the goal, for example “Customer Service”
2. In the Goal Statement section, write the specific measurable goal. For example, “Provide outstanding customer service to all students, parents, and colleagues”.
3. Add specific measurable tasks by clicking on the + next to the word “Task”. For example, “Receive 98% satisfaction ratings on customer surveys” or “Respond to all customer requests within 48 hours”. If you add tasks, be sure to include the due dates and click “Save”.

4. If you would like to add an attachment, click on the + next to the word “Attachments” and follow the prompts to upload a document from your files.

5. When you have finished writing the goal, click “Submit”.

6. Your new goals will not appear in your Actions list until your Supervisor has approved them. You can view them in your Goals section—they will be listed as “Approval Pending”.

Once the goal has been written, go back to the list of goals, and click “Send Approval Request”, which will send an automated email to your supervisor so that they can be approved.