

# UCI Health

To All Managers and Supervisors:

The Joint Commission on Accreditation of Healthcare Organizations as well as state and local regulations require healthcare organizations to validate employee job competency annually. HR has enhanced the ACHIEVEonline tool to allow leaders to conduct the annual competency assessment for non-represented employees through the April Check-in. The intent is to streamline the process so non-represented employees work only in ACHIEVEonline for all issues related to performance.

Please contact your [Medical Center HR Business Partner](#) with any questions.

## MANAGERS – WHAT TO DO ON OR BEFORE MARCH 8<sup>th</sup>

Log into [ACHIEVEonline](#).

1. Go to <http://hr.uci.edu/partnership/achieveonline>
2. Click the orange button on top right titled “Go to ACHIEVEonline”
3. Login using UCInetID and password
4. On your home page select the *Click for Quarterly Check-ins* icon located in the center of the screen:

### WELCOME TO THE ACHIEVE ONLINE PERFORMANCE CHECK-IN SYSTEM

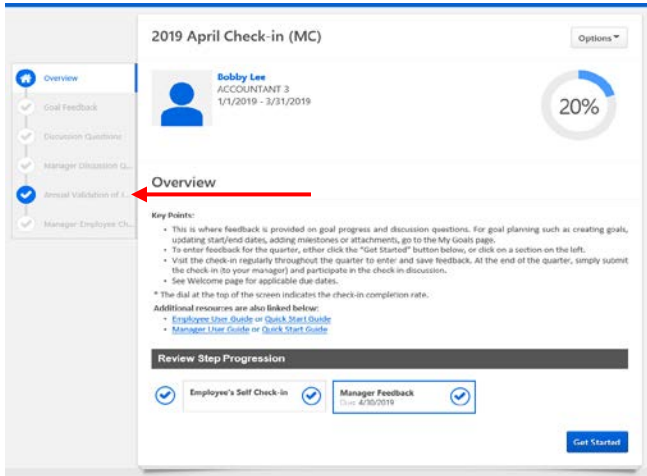
Click the buttons below for MY GOALS, QUARTERLY CHECK-IN(S) and user guides.

BATCH MERIT PROCESS	
	Due Date
Complete January Manager Feedback of Jasmine Orlando	1/31/2019
Batch Rating for 1st Level Supervisor Review	2/6/2019
Complete 1st Level Manager Review of Jasmine Orlando	2/6/2019

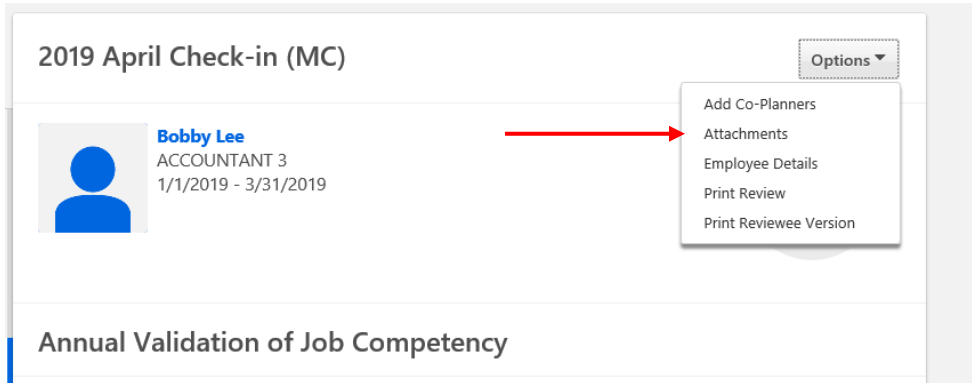
5. On the Quarterly Check-in page, select ‘Complete April Manager Feedback of [Employee’s Name]’

Title	Description
2019 April Quarterly Check-in	Quarterly Check-in: April FY19 (MC)
Complete April Manager Feedback of Bobby Lee	Quarterly Check-in: April FY19 (MC)
Complete Self FY19 CEMRP Goals Selection & Review	FY19 CEMRP Annual Employee and Leadership Assessment (2/5/19)

6. On the Check-in, select the *Annual Validation of Job Competency* task from the navigation bar on the left

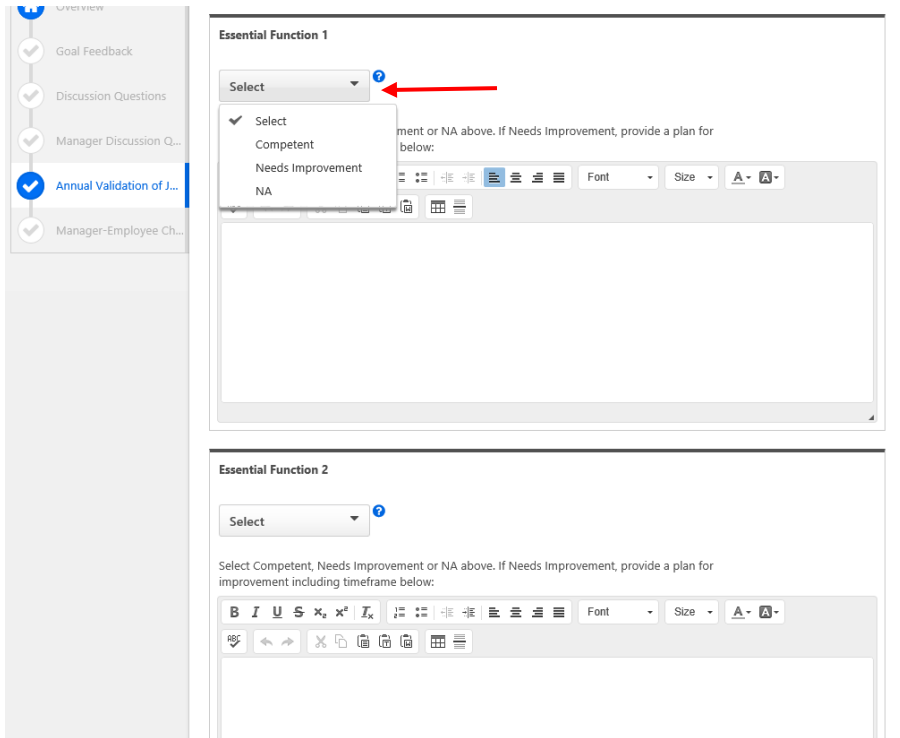


7. Once at the *Annual Validation of Job Competency* task, click on the *Options* button (top right hand corner) and then select *Attachments* to download the employee's up-to-date job description (You will need to go to [HRConnect](#) and save job description as a PDF before attaching to the task.)



8. Review the job description to identify the essential job function(s) that the employee does not perform competently

- For each essential job function listed on the job description, go to the corresponding Essential Function Section on the task, click on the *Select* drop-down button, and choose *Competent* or *Needs Improvement*. For each function that the employee needs improvement, provide the plan of action that will be taken to correct the deficiency, including timeline. Select N/A for any Essential Function Section(s) not used.



- After you have selected *Competent*, *Needs Improvement* or *N/A* for each essential job function, click one of the *Save* buttons at the bottom of the task.

