

Performance Ratings Overview

The Department of Human Resource Management (DHRM) maintains annual performance cycles and cycle effective dates. DHRM also communicates the applicable open/closed dates through normal business processes. Performance Ratings are collected annually and entered for all VPA employees.

During the annual performance rating cycle, Agency HR will upload all ratings for their employees using the following ratings:

- “X” – Extraordinary
- “H” – Highly Successful
- “S” – Successful
- “P” – Partially Successful
- “U” – Unsuccessful
- “L” – Employee on Leave or Not Rated

Note: For all Agencies using the COV PageUp Performance Management Application, ratings and updates will be sent to Cardinal through nightly batch process. These Agencies will not make changes in Cardinal (rating entries or corrections) unless a transaction fails to load during the nightly batch process.

For further information on how to complete Performance Ratings via a Mass Upload, see the Job Aid titled **HR351 Performing a Mass Upload**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

The Agency HR will also have the option to manually enter a rating for each employee directly into Cardinal via the **Performance Ratings** page.

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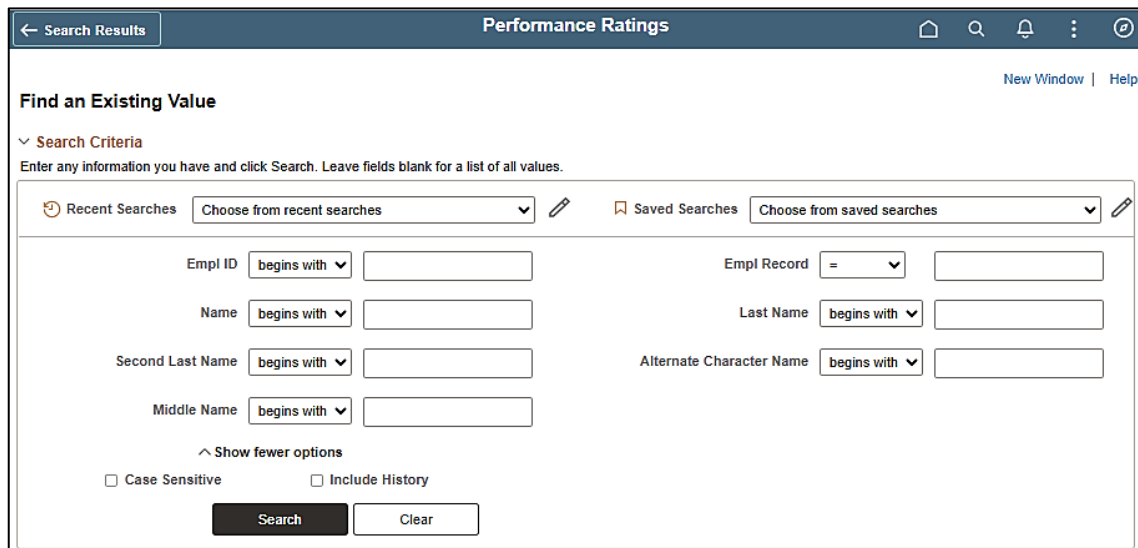
Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
10/28/2025	Ratings Codes updated in the Overview section. Screenshots updated in the applicable sections with the new Ratings Codes and the new rating cycle. Verbiage updated in the Re-Evaluation Status section.
4/17/2025	Added a new section titled How to Correct an Employee's Performance Rating Cycle .
3/1/2025	Updated the screenshots of the Search pages (Section 1 ; after Step 1; Section 2 , after Step 1; Section 3 , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Updating Performance Ratings

Step	Action
1.	Navigate to the Performance Ratings page using the following path: NavBar > Menu > Workforce Development > Performance Management > Performance Ratings

The **Performance Ratings Find an Existing Value Search** page displays.




For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

2.

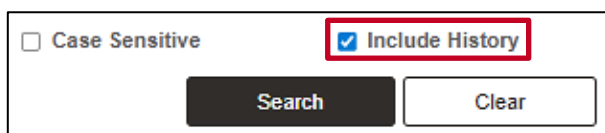
Enter the employee's Employee ID in the **Empl ID** field.

Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID.

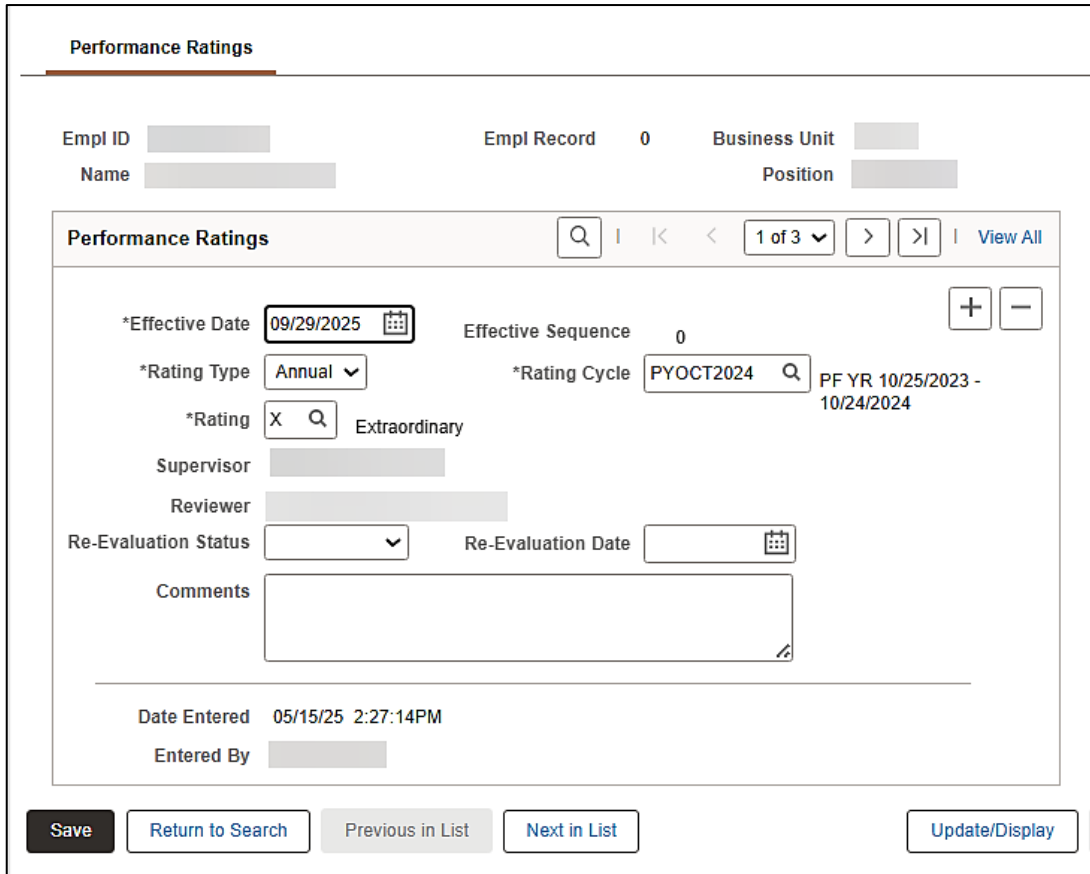
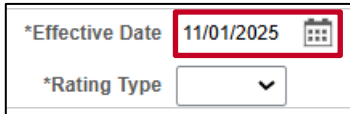
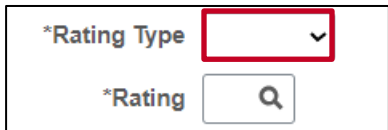


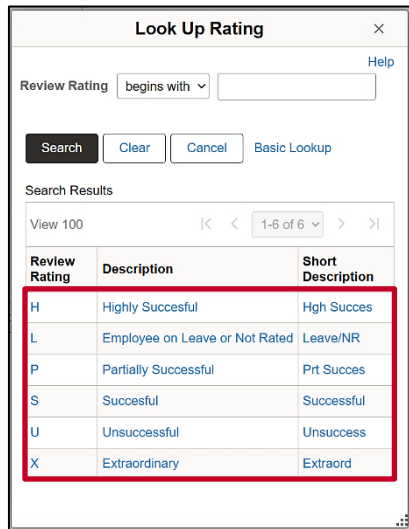
3.

Select the **Include History** checkbox option.



Step	Action
4.	Click the Search button. ☐ Case Sensitive ☒ Include History Search Clear
The Performance Ratings page displays for the applicable employee. Performance Ratings Empl ID Empl Record 0 Business Unit Name Position Performance Ratings 1 of 2 View All *Effective Date 12/31/2024 Effective Sequence 0 *Rating Type Annual *Rating Cycle PYOCT2024 PF YR 10/25/2023 - 10/24/2024 *Rating X Extraordinary Supervisor Reviewer Re-Evaluation Status Re-Evaluation Date Comments Date Entered 05/15/25 2:27:14PM Entered By Save Return to Search Previous in List Next in List Update/Display	
5.	Click the Add a New Row icon to add a new effective dated row. Note: If the employee does not already have a performance rating record, a new row does not need to be added. Proceed to Step 6. + -

Step	Action
The Performance Ratings page refreshes with the new effective dated row displayed. 	
	When a new row is created, the row count increases by one and the effective date defaults to the current date.
6.	Click the Effective Date Calendar icon and update the effective date as needed. Note: This date will be the date the performance rating was discussed and signed off with the employee. 
7.	Click the Rating Type dropdown button and select "Annual". 

Step	Action
8.	Click the Rating Cycle Look up icon and select the applicable rating cycle based on the annual performance process. Effective Sequence 0 *Rating Cycle 
9.	Click the Rating Look up icon and select the applicable rating for the employee. *Rating Type  *Rating 
	The following ratings are available for selection: “H” – Highly Successful “L” – Employee on Leave or Not Rated “P” – Partially Successful “S” – Successful “U” – Unsuccessful “X” – Extraordinary  Note: If the employee received a performance rating of “L” – Employee on Leave or Not Rated, the rating can be changed when the employee returns from leave by repeating the steps to add a new row and update the rating accordingly.
	The Comments field is currently not used in Cardinal. All existing historical comments are read-only. *Rating X  Extraordinary Supervisor DOE, JOHN Reviewer DOE, JOHN Re-Evaluation Status  Re-Evaluation Date  Comments

Step	Action
	The Supervisor and Reviewer fields are read-only and default based on the employee's position and the supervisor's position. *Rating X Q Extraordinary Supervisor DOE, JOHN Reviewer DOE, JOHN Re-Evaluation Status v Re-Evaluation Date calendar icon Comments
10.	Click the Save button. Save Return to Search



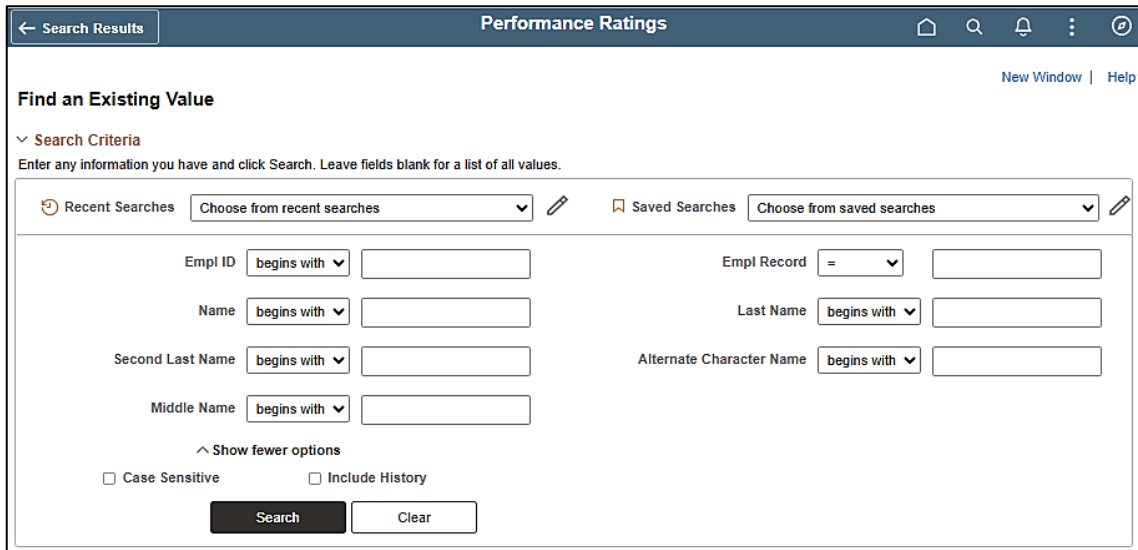
Re-Evaluation Status (No Longer in Use)

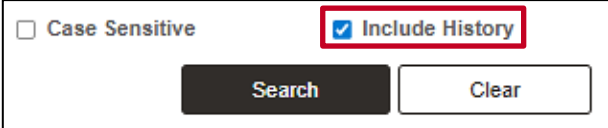
Per the 8/22/2025 DHRM policy revision, the Re-Evaluation process was eliminated but remains online. Do not enter Re-Evaluation information. Users may view the **Re-Evaluation** section on the **Performance Ratings** page but are encouraged not to utilize these fields.

Recording the “L” Rating for an Employee on Leave During the Performance Rating Cycle

Step	Action
1.	Navigate to the Performance Ratings page using the following path: NavBar > Menu > Workforce Development > Performance Management > Performance Ratings

The **Performance Ratings Find an Existing Value Search** page displays.

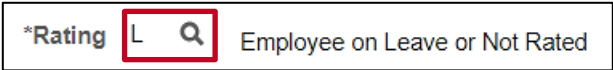
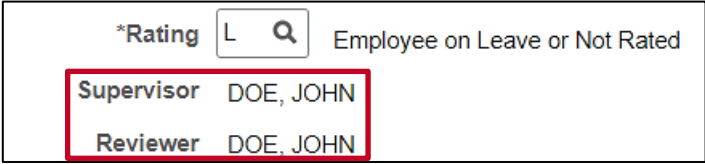


	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages . This Job Aid is located on the Cardinal website in Job Aids under Learning .
2.	Enter the employee’s Employee ID in the Empl ID field. Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. 
3.	Select the Include History checkbox option. 

Step	Action
4.	Click the Search button. ☐ Case Sensitive ☒ Include History Search Clear
	The Performance Ratings page displays for the applicable employee. Performance Ratings Empl ID Empl Record 0 Business Unit Name Position Performance Ratings < > 1 of 2 > >> View All *Effective Date 12/31/2024 Effective Sequence 0 *Rating Type Annual *Rating Cycle PYOCT2024 PF YR 10/25/2023 - 10/24/2024 *Rating X Extraordinary Supervisor Reviewer Re-Evaluation Status Re-Evaluation Date Comments Date Entered 05/15/25 2:27:14PM Entered By Save Return to Search Previous in List Next in List Update/Display
5.	Click the Add a New Row icon to add a new effective dated row.

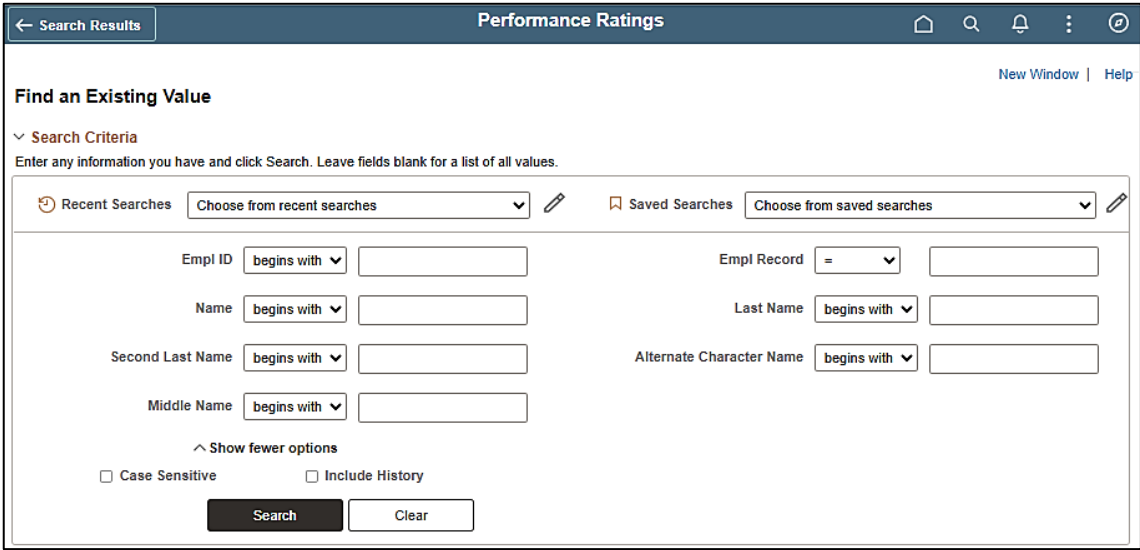
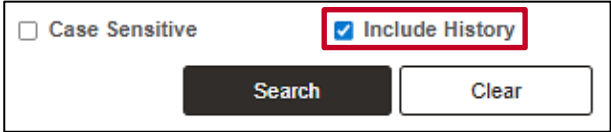


Step	Action
	The Performance Ratings page redisplay with the new effective dated row displayed. Performance Ratings Empl ID Empl Record 0 Business Unit Name Position Performance Ratings < > 1 of 3 View All *Effective Date Effective Sequence 0 *Rating Type *Rating Cycle PF YR 10/25/2023 - 10/24/2024 *Rating Extraordinary Supervisor Reviewer Re-Evaluation Status Re-Evaluation Date Comments Date Entered 05/15/25 2:27:14PM Entered By Save Return to Search Previous in List Next in List Update/Display
	When a new row is created, the row count increases by one and the effective date defaults to the current date.
	The Rating Type and Rating Cycle fields default based on the previous row and should not be updated. *Rating Type *Rating Cycle PF YR 10/25/2024 - 12/31/2025
6.	Click the Effective Date Calendar icon and update the effective date as needed. Note: This is the date the supervisor is submitting the “Employee on Leave or Not Rated” rating for the employee. *Effective Date

Step	Action
7.	Click the Rating Look up icon and select the “L” – Employee on Leave or Not Rated list item. 
	The Supervisor and Reviewer fields are read-only and default based on the employee's position and the supervisor's position. 
8.	Click the Save button. 
	When the employee returns from leave and the performance rating is completed, repeat these steps to add a row and update the rating accordingly.

Correcting an Employee's Performance Rating Cycle

If the Agency is using DHRM's PageUp Performance application, corrections should be made in PageUp. Corrections will carry over in the nightly business day batch process. Should any transactions fail to process from PageUp to Cardinal, manual online or mass upload entry may be required.

Step	Action
1.	Navigate to the Performance Ratings page using the following path: NavBar > Menu > Workforce Development > Performance Management > Performance Ratings The Performance Ratings Find an Existing Value Search page displays. 
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
2.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. 
3.	Select the Include History checkbox option. 



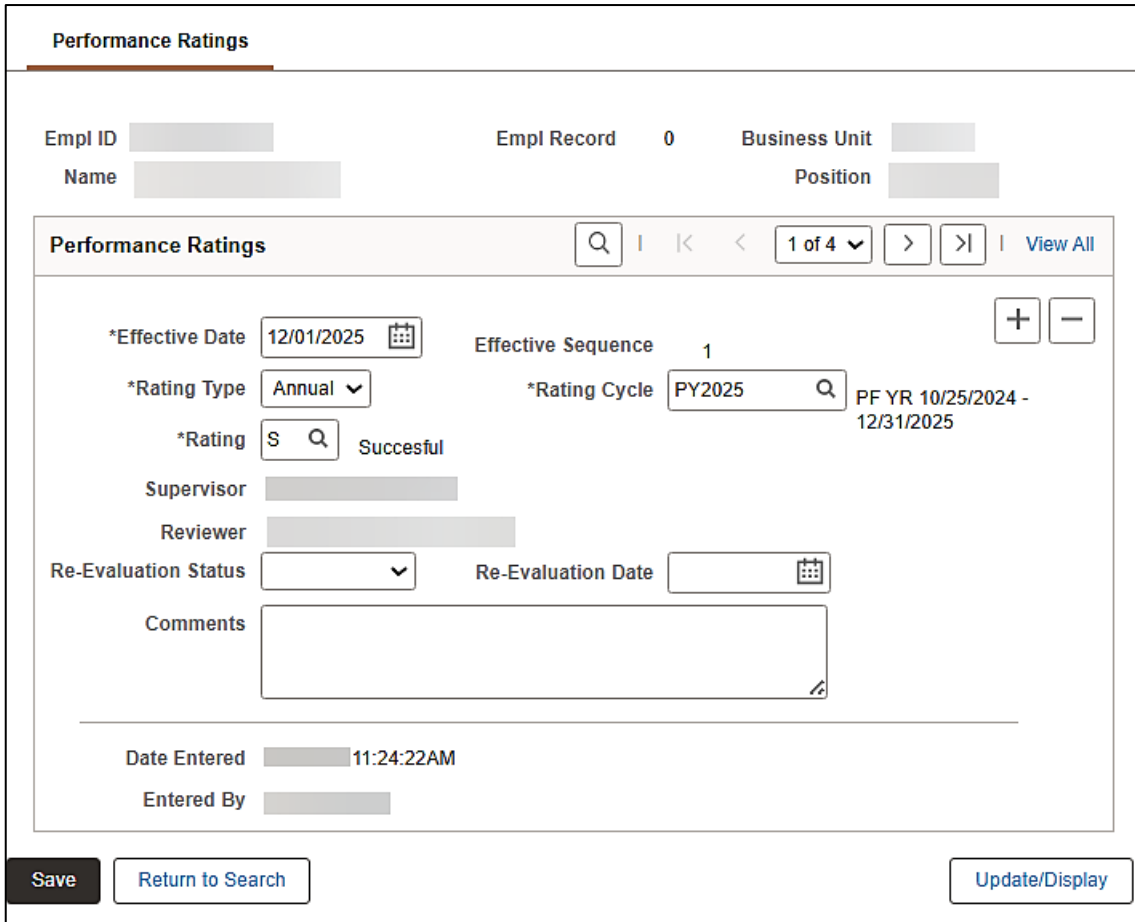
Step	Action
4.	Click the Search button. ☐ Case Sensitive ☒ Include History Search Clear
The Performance Ratings page displays for the applicable employee. Performance Ratings Empl ID Empl Record 0 Business Unit Name Position Performance Ratings 1 of 3 > > View All *Effective Date 12/01/2025 Effective Sequence 0 *Rating Type Annual *Rating Cycle PY2025 PF YR 10/25/2024 - 12/31/2025 *Rating S Successful Supervisor Reviewer Re-Evaluation Status Re-Evaluation Date Comments Date Entered 11:24:22AM Entered By Save Return to Search Update/Display	
5.	Click the Display Rows in the Range Dropdown button or use the Navigation Arrows to navigate to the row that needs to be corrected. 1 of 3 > >



Human Resources Job Aid

HR351 Performance Ratings

Step	Action
	The Performance Ratings page refreshes with the desired effective dated row displayed. Performance Ratings Empl ID Empl Record 0 Business Unit Name Position Performance Ratings 1 of 3 View All *Effective Date 12/01/2025 Effective Sequence 0 *Rating Type Annual *Rating Cycle PY2025 *Rating S Successful Supervisor Reviewer Re-Evaluation Status Re-Evaluation Date Comments Date Entered 11:24:22AM Entered By Save Return to Search Update/Display
6.	Click the Add a New Row icon to add a new effective dated row.

Step	Action
	The Performance Ratings page redisplay with the new effective dated row. 
	When a new row is created, the row count increases by one and the effective date displays the same effective date. The Effective Sequence field is increased by one. Do not update.
	The Rating Type and Rating Cycle fields default based on the previous row and should not be updated. 
7.	Click the Rating Look up icon and select the corrected rating. 

Step	Action
8.	Click the Save button. Save Return to Search