

# Employee Annual Evaluation

Step 1: Log into The Bridge at: <https://thebridge.rwjbh.org> (Can't access or need password reset? Call RWJBH IT at 1-855-453-1950)

thebridge | RWJBarnabas HEALTH

Manage My Bridge Account | Go to My Facility | Log

RWJBH Quick Links Search

Home | I Want to Find | About RWJBH | Corporate Departments | Benefits and Career | Wellness

[Important info about COVID-19 >](#)

The Bridge > Login

**RWJBH External Links**

- Chrix
- MC Strategies (JCMC)
- Outlook Web Access (OWA)
- VPN

Employee ID:

Password:

**SIGN IN**

**Need Help?**

**New Users:**

If this is your first time logging in, you must register in the Password Reset System before accessing The Bridge. [Click here for more information >](#)

**Existing Users:**

If you need to reset your Bridge password, [Click here to access the Password Reset System >](#)

Step 2: Place your mouse cursors over "I Want to Find" and click on **Performance Plus**

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Search Go to My Facility Account

**I Want to Find** | About RWJBH | Corporate Departments | My Human Resources | Wellness

- Benefits Vendors
- BHealthy
- Cancer Care
- Circle of Caring
- Classifieds
- Connect Together
- Discounts
- E-cards
- Employee Assistance Program (EAP)
- Employee Referral Program
- Employee Self Service (Paycheck)
- Employee Verification Service
- FSA Account
- Health Connect Mobile App/Web
- Health Plan
- HIPAA Security Policies
- IT&S Enterprise Service Desk
- Job Opportunities
- Mail Order Pharmacy
- Manager Self-Service
- NetLearning
- PeopleSoft FSCM Upgrade 2021
- Performance Plus**
- Reset my Password
- Retirement
- RWJBarnabas Health TeleMed®
- RWJBH Recognizing You
- Tuition Assistance
- Volunteerism

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Step 3: Click on **Launch Performance Plus**

The screenshot shows the RWJBarnabas Health website. The navigation bar includes 'Home', 'I Want to Find', 'About RWJBH', 'Corporate Departments', 'Benefits and Career', and 'Wellness'. The 'Benefits and Career' menu is expanded, showing 'PerformancePlus' as a sub-option. Below the navigation, there is a 'PerformancePlus' section with the tagline 'Analyze | Achieve | Grow'. A red arrow points to a blue button labeled 'LAUNCH PERFORMANCE PLUS'.

**\*If you get a "500 - Internal Error," just click the previous "Online Performance" tab and repeat step 3**

The screenshot shows a browser window with a '500 - Internal server error' message. The message text reads: '500 - Internal server error. There is a problem with the resource you are looking for, and it cannot be displayed.' A red arrow points to the 'Online Performance Evaluation' tab in the browser's tab bar.

Step 4: Click on **"Write your annual performance self-appraisal"** and complete your self eval.

## Completing Self-Appraisal:

The screenshot shows the 'Completing Self-Appraisal' dashboard. At the top, there are two task cards. The first card, dated 1/2/21, contains the task 'Write your annual performance self-appraisal' and '2021 Somerset Appraisal - version 2'. A red box highlights this task with the instruction 'From the dashboard - select the task to be completed'. Below the task cards, there is a form for the appraisal. The form includes fields for 'Company Name' (SOM), 'Employee Name' (Bart Simpson), 'Department' (Emergency Department), 'Manager', 'Employee ID', and 'Job Title' (RN). The overall score is shown as 0 / 5.00. The RWJBarnabas Health logo is visible at the bottom right.

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## Completing Self-Appraisal:

Universal S.A.F.E.T.Y. Standards

Click here to view a summary of Universal S.A.F.E.T.Y. values

Rating Scale

- 5 - Outstanding Performance
- 4 - Exceeds Expectations
- 3 - Meets Expectations
- 2 - Below Expectations
- 1 - Unsatisfactory Performance

	Rating Scale					Score
	5	4	3	2	1	
<b>Speaks Up For Safety</b> Speaks up and listens when there is a concern in the workplace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> (0%)
<b>Accurately Communicates</b> Communicates in a clear and timely manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> (0%)
<b>Focus On The Task</b> Self-Check using S.T.A.R. - Stop, Think, Act, and Review.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> (0%)
<b>Exercises and Accepts a Questioning Attitude</b> Follows instructions to resolution and accepts the questions of others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> (0%)
<b>Thoughtfully Interacts</b> Uses a sensitive and positive tone in all interactions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> (0%)
<b>You and Me Together</b> Looks out for team members and is willing to be coached.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> (0%)

Completing Self-Appraisal

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**Go through each section & enter a rating using the scale below for each standard**

## Completing Self-Appraisal:

**1.) Click Save Changes to save.**

Save Changes

Complete

**2.) Click Complete to complete self-appraisal & send to manager**

global.hgncloud.com says  
Your changes have been saved.

OK

global.hgncloud.com says  
Once you complete the step, you will not be able to modify the section(s) you are currently editing.  
Click OK to save or click Cancel to return to the form.

OK

Cancel

Completed

**Stop here until you meet with your manager to review your employee evaluation**



# Employee Annual Evaluation

## Adding final comments & signing-off annual appraisal:

Tasks | All tasks (1) | ⚙️

2/6/21

Add final comments and sign-off your annual performance appraisal

2021 Somerset Appraisal - version 2

From the dashboard – select the task to be completed

Employee Comments/Final Comments

Self: None Available

My job description has been reviewed with me and is current

My job description has not been reviewed with me

Self: Enter Comments Here

Enter comments

Adding final comments & signing-off annual appraisal



## Adding final comments & signing-off annual appraisal:

1.) Click Save Changes to save

Save Changes Sign Off

2.) Click Sign Off to sign off annual appraisal

Sign Off Appraisal

global.hgnccloud.com says  
Your changes have been saved.

OK

Employee: Bart Simpson  
Direct Manager: Hattiel Simpson  
Signed Off By: Bart Simpson  
Sign-off Date: 12/8/20

OK Cancel

global.hgnccloud.com says  
Once you sign off on the form you will not be able to make any further changes.  
Click OK to sign off or click Cancel to return to the form.

OK Cancel

3.) Employee has signed-off on their annual appraisal

Completed

Adding final comments & signing-off annual appraisal





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## Additional Resources

**Accessing Job Description/Past Evaluations:**



1.) Click on 3 bar icon  
2.) Click on My Performance

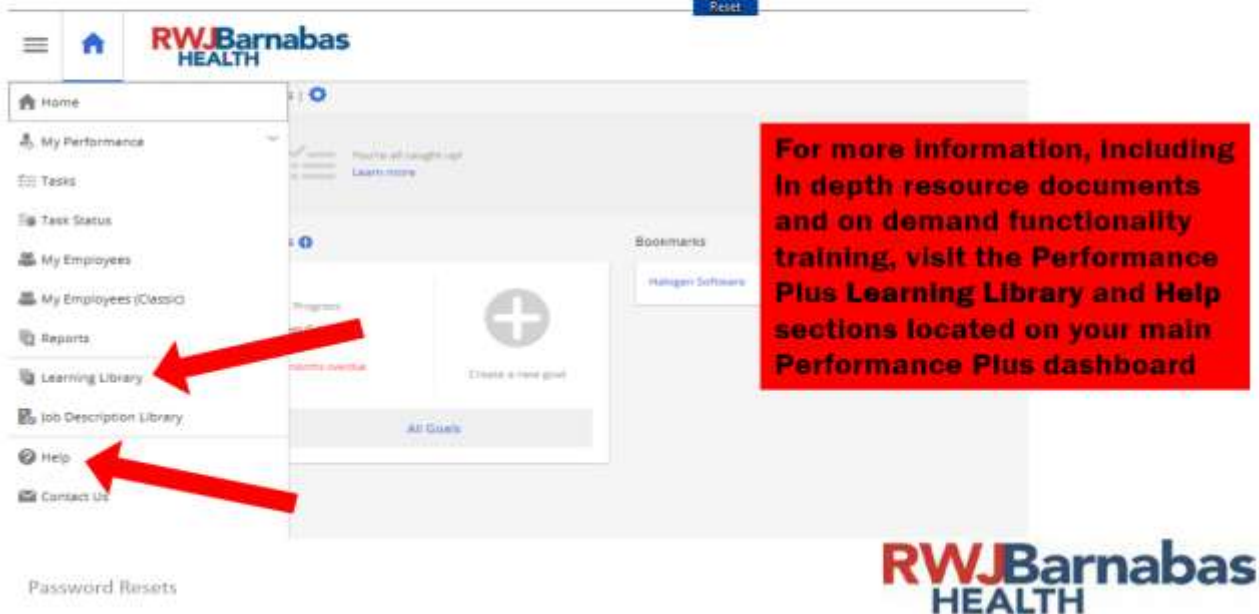
Click Evaluations – for past Performance Plus evaluations or Job Descriptions – for job descriptions

Accessing Job Description/Past Evaluations

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## Password Resets and Additional Training Resources

Performance Plus is only available via Single Sign-On from the Bridge's Performance Plus launch page. Human Resources is unable to reset Bridge passwords. For Bridge Password Resets – please contact the IT Help Desk or use the Password Reset tool on your workstation:



For more information, including in depth resource documents and on demand functionality training, visit the Performance Plus Learning Library and Help sections located on your main Performance Plus dashboard

Password Resets

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