

Staff Performance & Success Program User Guide

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Logging In

Login via Notification Email

 Select the link provided in the notification email. 	Employee, Welcome to the Staff Performance & Success Program. The goal of this program is to ensure you are involved in maximizing your performance in a way that creates a productive and rewarding work experience. This is the initial opportunity for you and manager to enter goals for calendar year 2021. In order to begin entering goals, please login to PageUp Employee Services and follow the directions below to open the Staff Performance & Success Program:
2. Use TCU credentials to complete Single Sign-on (SSO)	CCU Single Sign-On CCU Username Your username is NOT an email address.
 3. Complete authentication by selecting one of the following options: a) Okta Verify b) SMS Authentication c) Voice Call Authentication Note: For more information about Okta enrollment and verification, visit it.tcu.edu/okta	Select an authentication factor Okta Verify SMS Authentication SMS Authentication Voice Call Authentication Verify



Login via PeopleSoft

1. Login to my.tcu.edu	USERNAME PASSWORD SIGN IN Start Over Username/Password Help? Having trouble logging on? Need a TCU Username?
2. Select the Employee Center tile	My Employee Center
3. Select the Staff Performance & Success tile	Staff Performance & Success PageUp.
 4. Complete authentication by selecting one of the following options: a) Okta Verify b) SMS Authentication c) Voice Call Authentication 	Select an authentication factor Okta Verify SSS Authentication Voice Call Authentication
Note: For more information about Okta enrollment and verification, visit it.tcu.edu/okta	Verify



Navigating the Evaluation

Employee



Adding Goals

 Select the "New 2021 Goals" after selecting the "Add 2021 Goals" button Note: If you did not add goals in the 2020 Staff Feedback & Evaluation within PageUp, you only select "Add 2021 Goals" button 	Add 2021 Goals New 2021 Goals 2021 Goals from previous review	
 2. Complete the information requested for the goal: a) Title: State the goal b) Measure: Detailed description of the goal c) Goal Align: Align goal to one of the University's strategic goals d) Status: Current, Complete, No longer achievable, Cancelled 	Item title Title* Please enter 2021 Goals title here Measure B I U :: :: R R R I I R = : R R Source Goal Align Align with a University strategic goal Select Status Current	



3.	Select the "Save" button at the bottom of the goal	Save
4.	Repeat steps 1-3 until all goals are added	

Editing & Deleting Goals

1.	To <u>edit</u> , select the pencil icon on the right side of the goal	✓ Goal 1 Title Current Goal 1 Details			
2.	Make any desired edits	Item title	Title [°] Measure	Please enter Goals title here B I U 15 15 ≥ 2 2 E ⊞ ∞ 55 ⊡ Source	ŝ
			Goal Align Status	Align this item to a corporate objective Select Current	
3.	Select the "Save" button at the bottom of the goal			Save	
4.	To <u>delete</u> , select the pencil icon on the right side of the goal	✓ Goal 1 Title Current Goal 1 Details			le la
5.	Select the trash can icon on the right side of the goal	Item title	Title [*] Measure Goal Align Status	Please enter Goals title here B J 및 := := ≞ ≘ := ⊞ ∞ ∷ ⊙ Source Align this item to a corporate objective Select Current ✓	



Commenting on Goals

1.	Ensure the goal that you want to comment on is saved.	Item title Title Goal 1 Measure B I U I II II E E E E E E E E E Source Goal 1 details. I want to interact with this goal Pam Goal Align Align with a University strategic goal Status Current	ŝ
2.	After the goal is saved, select "Add Comment" button	Add comment	
3.	Enter your comment and select either "Save" or "Save as Draft"		
-	Save : Publishes the comment immediately for viewing. Note - At any time during this portion of the process you can edit or delete comments that are Saved & Shared.	Comment for goal 1	
-	Save as Draft : Saves a draft of the comment that is only viewable by you. Note - At any time during this portion of the process you can edit, publish, or delete comments that have been Saved as Private.	Save Save as Draft Cancel	
4.	Repeat steps 1 & 2 for all applicable goals		



Editing & Deleting Comments on Goals

1.	Select the three (3) dots on the right side of the saved comment	Comment Employee Performance Comment for goal 1 Edit PM Delete
2.	To edit, select "Edit," make any desired changes to the comment, and select "Save"	Employee Performance Comment for goal 1 Save Cancel
3.	To delete, select "Delete"	There are no comments for this goal.

Uploading Supporting Documents to Goals

 Select "Upload file" on the "Add comment" dropdown menu 	Add comment v Link journal entry Upload file	
 Select "Choose File" to browse your computer for the appropriate file and add a description for the file 	File: Choose File No file chosen Description:	ng
3. Select "Upload file" Note: See instruction for deleting comments above to learn out to delete any uploaded files.	Upload file	



Working, Learning, Journaling

You are encouraged to use this time to perform assigned tasks, attend or facilitate training opportunities that support success, and note accomplishments and/or needs using PageUp's journal feature.

 From the Employee Portal homepage, select "About me" then "Journal" 	 About me V My community V Journal Development plan Tasks St Performance reviews Program Current step: Goal Setting & Planning
2. Select the + (plus) icon	+
 3. In the Create journal entry pop up, enter the following: a) Title - a quick reminder of the item you captured. b) Content - details of the entry c) Tags - as you type any previously used tags will display for selection. Tags are a way to categorize journal entries and can be used to group relates entries when searching through your journal quickly 4. Select "Done" to Save 	Create journal entry × Title What's new? Content Be descriptive Be descriptive ✓ Tags ✓
	Add a tag

Creating a Journal Entry in PageUp

Creating a Journal Entry with My Journal Mail Matcher

Mail matcher makes it quick and easy for you to add information contained in e-mails into your PageUp journal. Once an email is added to your journal, it can be linked to your or your direct reports' performance review.







- 3. Place "[journal]" anywhere in the subject line along with the desired title of your journal entry
- Create tags by typing "#" followed by the desired tag Ex) #2021 #PageUpMailMatcher
- 5. Send email



Searching for a Journal Entry

 From the Employee Portal homepage, select "About me" then "Journal" 	About me 🗸 My community 🗸
	Nel Journal Development plan
	a Tasks
	St. Performance reviews Program Current step: Goal Setting & Planning
 Browse the list of entries or use the "Search" field to locate the desired entry by title, content, or tag. Select the magnifying glass icon to load any results 	● Journal entry
	Search



	Reading Journal Entries		
1.	From the Employee Portal homepage, select "About me" then "Journal"	About me 🗸 My community 🗸	
		Nel	
		Tasks St. Performance reviews Program Current step: Goal Setting & Planning	
2.	Browse the list of entries or use the "Search" field to locate the desired entry by title, content, or tag. Select the magnifying glass icon to load any results	Journal Entry 2	
3.	Select the appropriate entry	Journal Entry 2 Details about Crnal entry 2 2021 Employee 1 11 Mar 2021, 04:31 PM	
4.	View, edit, or delete the full entry	Edit journal entry ×	
5.	Select "Done" to keep any changes or "X" to close the window	Title Journal Entry 2 Content Details about journal entry 2 Image: Tags 2021° employee 1° Add a tag	
	Linking Journal Entries in Comments		
1.	Select "Link journal entry" on the "Add comment"	Add comment	

 Select "Link journal entry" on the "Add comment" dropdown menu 	Add comment
	Link journal entry fr Upload file



- Browse the list of entries or use the "Search" field to locate the desired entry by title, content, or tag. Select the magnifying glass icon to load any results
- 3. Select desired journal entry/entries
- 4. Select "Link"

Search Q	
Journal Entry 4 Details about journal entry 4.	
2021 employee 3	11 Mar 2021, 04:32 PM
Journal Entry 3 Details about journal entry 3	
2021 employee 2	11 Mar 2021, 04:31 PM
Journal Entry 2 Details about journal entry 2	
S 2021 employee 1	11 Mar 2021, 04:31 PM
Journal Entry 1 Details about journal entry 1	
2021 accomplishment	11 Mar 2021, 04:30 PM

Goal Check-in & Feedback

During this step, managers and individual contributors should work together to assess the status of previously established goals. Consider accomplishments to date, upcoming assignments, and desired outcomes. This is an opportunity to share feedback and identify potential resources and support needed to be successful.

You may also continue performing assigned tasks, attending or facilitating training opportunities that support success, and noting accomplishments and/or needs using PageUp's journal feature.

Note: See Journaling instructions in "Working, Learning, Journaling" section above.

Employee Self-Evaluation

Select "Staff Performance & Success Program" in "My Performance Reviews" section of the dashboard	 About me < My community Welcome Employee, you are logged in
	My Performance Reviews Staff Performance & Success Program Current step: Goal Setting & Planning



 Follow instructions within the evaluation to complete your self-evaluation Note: The self-evaluation portion of the process will automatically move to the next step on the due date. You will not be able to edit your self- 	Albert me v. My community v	
	A About the + inty contributing +	
	Start 2021 Goals Competencies 2022 Goals Next steps	
evaluation after the allotted time frame is complete.		

Saving Self-Evaluation Data

 From the Employee Portal homepage, select "About me" then "Performance reviews" 	About me <
Note: This report must be accessed during the Self- Evaluation step. Once the self-evaluation period has closed, you will not be able to access this report until after the Manager Evaluation & Meeting is complete.	Tasks St. Performance reviews Current step: Exployee Self-Evaluation
2. Set "Status" to "Current"	 About me < My community My performance reviews Status: Current
 Select "View progress report" in the "I want to" dropdown menu 	Start date Due date 15 Mar 2021 3 Feb 2022 I want to Open review Open review Open review Records 1 to 1 of 1 View progress report View the review process Records 1 to 1 of 1
 When the report opens, select the printer icon on the top, right-hand corner of the page 	



5. Print or save report as PDF		
	Destination	Save as PDF 🗸
	Pages	hr_x7845_hr101 on tcuprintsrv01 hr_x7845_rwb100 on tcuprintsrv01
		Save as PDF
		See more 😡

Manager Evaluation & Meeting

No action required from employee during this step. Manager will complete evaluation and schedule a meeting to discuss the details of the evaluation.	NO ACTION REQUIRED
--	--------------------

Evaluation Acknowledgement

1. Access your evaluation	👫 About me 🗸 My community 🗸
Note: See step 1 of "Employee Self-Evaluation" to review how to access	Welcome Employee, you are logged in
your evaluation.	My Performance Reviews
	Staff Performance & Success Program Current step: Goal Setting & Planning
2. Review your evaluation	🕐 About me 🗸 My community 🗸
Note: At this stage, the evaluation is not able to be edited. If you have a significant edit that cannot be addressed in your final comments, discuss with your manager.	Employee Performance - Staff Performance & Success Program Start 2021 Goals Competencies 2022 Goals Next steps
3. Add final comments (if applicable)	Final comments Employee Performance B I U 2≣ :≣ ≝ ≡ ≡ ⊞ 33 ₪ Source Employee Evaluation final comments.



4. Acknowledge your evaluation	Your next step: Evaluation Complete	
	Acknowledgement Acknowledgement is required to progress this review to the next step. Please ensure you acknowledge the objectives in this review to proceed. Notify Manager after you acknowledge Employee, do you acknowledge your review? Manager has not acknowledged this review	Lacknowledge

Evaluation Complete

After your manager acknowledges the evaluation, the process is complete.	COMPLETED
--	-----------

Manager/Leader

Goal Setting & Planning

1. Select "Staff Performance & Success Program" in "My	🖀 About me 🗸 My community 🗸
Performance Reviews" section of the dashboard	Welcome Employee, you are logged in
	My Performance Reviews Staff Performance & Success Program Current step: Goal Setting & Planning
2. Follow instructions to complete Goal Setting & Planning	About me 🗸 My community 🗸
	Employee Performance - Staff Performance & Success Program
	Start 2021 Goals Competencies 2022 Goals Next steps



Adding Goals	
 Select the "New 2021 Goals" after selecting the "Add 2021 Goals" button Note: If you did not add goals in the 2020 Staff Feedback & Evaluation within PageUp, you only select "Add 2021 Goals." 	Add 2021 Goals New 2021 Goals
 2. Complete the information requested for the goal: a) Title: State the goal b) Measure: Detailed description of the goal c) Goal Align: Align goal to one of the University's strategic goals d) Status: Current, Complete, No longer achievable, Cancelled 	Item title Title* Please enter 2021 Goals title here Measure B I U # ** E E E E E = ** @ Source Goal Align Align with a University strategic goal Status Current
 Select the "Save" button at the bottom of the goal 	Save
4. Repeat steps 1-3 until all goals are added	

Editing & Deleting Goals

1.	To <u>edit</u> , select the pencil icon on the right side of the goal	∽ Goal 1 Title Goal 1 Details	urrent		L.
2.	Make any desired edits		Item title		Ê
			Title	Please enter Goals title here	
			Measure	B I <u>U</u> ≔ ≔ ≞ ≞ ≝ ≡ ⊞ ∞ X ⊡ Source	
			Goal Align	Align this item to a corporate objective Select	
			Status	Current 🗸	



 Select the "Save" button at the bottom of the goal 	Save	
 To <u>delete</u>, select the pencil icon on the right side of the goal 	V Goal 1 Title Current Goal 1 Details	fry
5. Select the trash can icon on the right side of the goal	Item title Title* Please enter Goals title here Measure B I U I II II E E E E E III E E III E E E E	

Commenting on Goals

1.	Ensure the goal that you want to		Ê
	comment on is saved.	Item title Goal 1	
		Measure B I U ≔ ः = = = = = = ⇒ IX ⊡ Source	
		Goal 1 details.	-
		I want to interact with this goal Pam	
		Goal Align Align with a University strategic goal	
		Select	
		Status Current V	
		Silve	
2.	After goal is saved, select "Add		
	Comment" button	Add comment	
		4	
3	Enter your comment and select		
5.	either "Save" or "Save as Draft"	Comment for goal 1	
		Comment for goar i	
-	Save: Publishes the comment		
	immediately for viewing. Note - At any		
	time during this portion of the process		
	are Saved & Shared.	Save Save as Draft Cancel	



-	Save as Draft: Saves a draft of the comment that is only viewable by you. Note - At any time during this portion of the process you can edit, publish, or delete comments that have been Saved as Private.	
4.	Repeat steps 1 & 2 for all applicable goals	

Editing & Deleting Comments on Goals

1.	Select the three (3) dots on the right side of the saved comment	Comment Employee Performance Comment for goal 1	Edit Delete	PM
2.	To edit, select "Edit," make any desired changes to the comment, and select "Save"	Employee Performance Comment for goal 1 Save Cancel		
3.	To delete, select "Delete"	There are no comments for this goal.		

Uploading Supporting Documents to Goals

 Select "Upload file" on the "A comment" dropdown menu 	Add comment v Link journal entry Upload file
 Select "Choose File" to brows your computer for the appropriate file and add a description for the file 	Se File: Choose File No file chosen Description: Accepted file types: .xls, .xlsx, .doc, .docx, .ppt, .pptx, .txt, .pdf, .rtf, .jpeg, .jpg, .png



3. Select "Upload file"

Note: See instruction for deleting comments above to learn out to delete any uploaded files. Upload file

Working, Learning, Journaling

You are encouraged to use this time to perform assigned tasks, attend or facilitate training opportunities that support success, and note accomplishments and/or needs using PageUp's journal feature.

Creating a Journal Entry

 From the Employee Portal homepage, select "About me" then "Journal" 	About me 🗸 My community 🗸
	Nel
	Tasks St. Performance reviews Program Current step: Goal Setting & Planning
2. Select the + (plus) icon	
 3. In the Create journal entry pop up, enter the following: a) Title - a quick reminder of the item you captured. b) Content - details of the entry c) Tags - as you type any previously used tags will display for selection. Tags are a way to categorize journal entries and can be used to group relates entries when searching through your journal quickly 	X Create journal entry Title What's new? Content Be descriptive
4. Select "Done" to Save	Tags Add a tag Image: Comparison of the second s



Creating a Journal Entry with My Journal Mail Matcher

Mail matcher makes it quick and easy for you to add information contained in e-mails into your PageUp journal. Once an email is added to your journal, it can be linked to your or your direct reports' performance review.





- 3. Place "[journal]" anywhere in the subject line along with the desired title of your journal entry
- Create tags by typing "#" followed by the desired tag Ex) #2021 #PageUpMailMatcher
- 5. Send email



Searching for a Journal Entry

 From the Employee Portal homepage, select "About me" then "Journal" 	About me 🗸 My community 🗸
	Nel
	Tasks
	St. Performance reviews Program
	O
 Browse the list of entries or use the "Search" field to locate the desired entry by title, content, or tag. Select the magnifying glass icon to load any results 	⊖ Journal entry
	5earch



Reading Journal Entries	
 From the Employee Portal homepage, select "About me" then "Journal" 	About me 🗸 My community 🗸
	Nel
	Tasks St: Performance reviews Program Current step: Goal Setting & Planning O-O-O-O-O-O-O-O-O-O-O-O-O-O-O-O-O-O-O-
 Browse the list of entries or use the "Search" field to locate the desired entry by title, content, or tag. Select the magnifying glass icon to load any results 	● Journal entry + Journal Entry 2 -
3. Select the appropriate entry	Journal Entry 2 Details about Trnal entry 2 2021 Employee 1 11 Mar 2021, 04:31 PM
 View, edit, or delete the full entry Select "Done" to keep any changes or "X" to close the window 	Edit journal entry 2 Title Journal Entry 2 Details about journal entry 2 Details about journal entry 2 Tags 2021 employee 1 Add a tag



Linking Journal Entries in Comments

 Select "Link journal entry" on the "Add dropdown menu 	Add comment v Link journal entry Upload file
2. Browse the list of entries or use the "S locate the desired entry by title, conte Select the magnifying glass icon to load	earch" field to nt, or tag. d any results
3. Select desired journal entry/entries	Journal Entry 4 Details about journal entry 4.
4. Select "Link"	2021 employee 311 Mar 2021, 04:32 PMJournal Entry 3Details about journal entry 32021 employee 211 Mar 2021, 04:31 PMJournal Entry 2Details about journal entry 22021 employee 111 Mar 2021, 04:31 PMJournal Entry 1Details about journal entry 12021 accomplishment11 Mar 2021, 04:30 PM

Goal Check-in & Feedback

During this step, managers and individual contributors should work together to assess the status of previously established goals. Consider accomplishments to date, upcoming assignments, and desired outcomes. This is an opportunity to share feedback and identify potential resources and support needed to be successful.

You may also continue performing assigned tasks, attending or facilitating training opportunities that support success, and noting accomplishments and/or needs using PageUp's journal feature.

Note: See Journaling instructions in "Working, Learning, Journaling" section above.



Employee Self-Evaluation

No action required from manager during this step. Employee can complete the self-evaluation during the allotted time and the process will move to the next step automatically when the due date is reached.



Manager Evaluation & Meeting

 Select "Staff Performance & Success" for the appropriate employee in the "Team Performance Reviews" section of the dashboard 	 About me V My team V My community Reports Welcome Manager, you are logged in My Performance Reviews Recruitment Recruitment Portal Team Performance Reviews Employee Performance Staff Performance & Success Program Current step: Goal Setting & Planning O-O
 Follow instructions within the evaluation to complete the Manager Evaluation & Meeting Note: Before moving the process into Evaluation Acknowledgement, please meet with the employee to discuss the details of their evaluation. 	About me < My community < Employee Performance - Staff Performance & Success Program Start 2021 Goals Competencies 2022 Goals Next steps
 Once you have completed the evaluation and met with the employee, move evaluation to next step on the final page of the evaluation 	Go to next step



Evaluation Acknowledgement

 After your employee has acknowledged the completion of the process, access their evaluation Note: See step 1 of "Manager Evaluation & Meeting" to review how to 	About me V My team V My community Reports Welcome Manager, you are logged in My Performance Reviews Recruitment Recruitment Portal Team Performance Reviews Employee Performance Staff Performance & Success Program Current step: Goal Setting & Planning
 access the evaluation. Review the evaluation 	
Note: At this stage, the evaluation is not able to be edited. If you have a significant edit that can't be addressed in the Final Comments section, contact Human Resources.	About me V My community V Employee Performance - Staff Performance & Success Program Start 2021 Goals Competencies 2022 Goals Next steps
3. Add final comments (if applicable)	Final comments Employee Performance Employee Evaluation final comments. Manager Performance B I U </th
 After your employee acknowledges their evaluation, complete the process by acknowledging their evaluation as well 	Your next step: Evaluation Complete O O Acknowledgement Acknowledgement is required to progress this review to the next step. Please ensure you acknowledge the objectives in this review to proceed. Image: Clicking "I acknowledge" will move this review to the next step and you will be unable to return to this step Approved by Employee Performance on 02 Nov 2020 at 3:39 PM Manager, as the manager, do you acknowledge Employee's review?



Evaluation Complete

After both acknowledgements are complete, the evaluation process is complete.



Taking Ownership of an Evaluation

 Log into PageUp employee services and select "Show me" in the "Action Required" message box 	About me v My team v My community v Reports v Welcome Manager, you are logged in # My Performance Reviews Mw Staff Performance & Success Program Current step: Goal Setting & Planning O # Recruitment Recruitment Portal
Note: For more information about logging in to	Team Performance Reviews
PageUp, see "Login via PeopleSoft" section on	Action required There are 6 performance reviews not assigned to you Show me
puge 5.	
2. Select "Action review"	 About me V My team V My community Reports V My team performance reviews The following employees report to you, however their reviews are not assigned to you: Employee 1, Goal Setting & Planning Action review View report Employee 2, Goal Setting & Planning Action review View report Employee 4, Goal Setting & Planning Action review View report Employee 4, Goal Setting & Planning Action review View report Employee 5, Goal Setting & Planning Action review View report Employee 6, Goal Setting & Planning Action review View report Employee 6, Goal Setting & Planning Action review View report Employee 6, Goal Setting & Planning Action review View report Please refesh the page to see performance reviews that you have just taken ownership.
 Select "Assign the review to me (take ownership)" 	Action review Action review for Employee 1 is currently assigned to Manger 1, however Employee 1 reports to you. Please choose an action:



4.	Repeat steps 1-3 for each employee	

Releasing Ownership of an Evaluation 1. Log into PageUp employee services and select 🐔 About me 🗸 My team 🗸 My community 🗸 Reports 🗸 "Show me" in the "Action Required" message box Welcome Manager, you are logged in My Performance Reviews NEW Staff Performance & Success Program Current step: Goal Setting & Planning -0-0-CRECRUITMENT Recruitment Portal Team Performance Reviews Note: For more information about logging in to Action Required PageUp, see "Login via PeopleSoft" section on There are 6 performance reviews not assigned to you Show me page 5. 2. Select "Action review" About me 🖌 My team 🖌 My community 🖌 Reports 🗸 My team performance reviews O The following employees report to you, however their reviews are not assigned to you: Employee 1, Goal Setting & Planning Action review View report Employee 2, Goal Setting & Planning Action rev Employee 3, Goal Setting & Planning Action review View report Employee 4, Goal Setting & Planning Action review View report Employee 5, Goal Setting & Planning Action review View report Employee 6, Goal Setting & Planning Action review View report Please refesh the page to see performance reviews that you have just taken ownership. Select "Keep the review assigned to [MANAGER 3. × Action review NAME], (no action) The review for Employee 1 is currently assigned to Manger 1, however Employee 1 reports to you. Please choose an action: O Assign the review to me (take ownership) Keep the review assigned to Manger 1, (no action) Cancel Save



4.	Repeat steps 1-3 for each employee



Accessing Completed Evaluations

Employee

1.	Select "Performance reviews" in the "About me" dropdown menu.	🖀 About me 🗸						
			We			ou a	re logged in	
				Developm	nent plan			
			4	Tasks				
			S	iti Performa	nce reviews በጣ	5		
2.	Change status to Complete and select							
	"Search"	👚 About me 🗸					🗢 Journal en	try Employee ~ 🧿
		My performa	ance reviews					
		Status:	Current Current	~				Clear Search
			Complete Archived					
3.	Select "View the report" on the "I want							
	to" dropdown menu	Review process	Review step	Manager	Role	Start date	Due date	
		Staff Evaluation - 2020	Evaluation Complete	Manager Performance	Dir Nursing	29 Oct 2020	16 Jan 2021 I want to.	
		Page 1 of 1 Jump to	page				View the review	proce View the report 0 1 of 1

Manager





2.	Change status to Complete and select "Search"	About me My team My community Reports Create Ojournal entry Manager						Manager ~ 🚯	
		Employee first name: Level: Status: Role:	All Complete Current Complete Archived	v	Employee last nam Employee preferre name: Review process step:	e: d Select			Clear Search
3.	Select "View the report" on the "I want to dropdown menu	Review process I Staff Evaluation - f 2020 Page 1 of 1 Jump to pa	Review step Evaluation Complete	Manager Manager Performance	Role Dir Nursing	Start date 29 Oct 2020	Due date 16 Jan 2021 View View	I want to	View the report p 1 of 1