Managers – please remember that your evaluation will be in Employee Self Service while your staff members' evaluations will show up under Manager Self Service.

- Manager Self Service
- 1. Click on the "Team P erformance" t ile in Manager Self Service

2. Click on the name of one o f your staff members



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3. Once the evaluation is open, go to the upper right corner and click on "approve

4. A text box will show up. Please click "confirm" . (this will skip the step where the employee ente rs his/her goals at the beginning of the year).

Approve Performance Criteria	×
Select confirm to approve and complete the Define Criteria Step.	
Confirm Convol	

5. On the Left navigation pane, click on " Define Criteria" and then " refresh your browser "

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6. Go to the top right again, and click on "skip checkpoint"

7. A text box will show up again. Please click "confirm" . (this will skip the mid- year checkpoint that you may want to use going forward, but which we did not use this year).

8. Refresh your browser and c lick on "Finaliz e Criteria" on the left navigation bar again and click " complete " in the upper right.

9. A text box will show up again. Please click "confirm" . This will push the evaluation to the staff member to begin the eir self -evaluation.

10. Once all s teps have been completed correctly, you will see that the employee now shows as "Evaluation in Progress" when you go to the Team Performance Cur