



Supervisor: Documenting the Evaluation

After you conduct the Performance Evaluation Discussion, you will need to document the date and results of the discussion. Then, you will then sign the form and forward it to your employee to sign.

1

NAVIGATE TO THE CORRECT PERFORMANCE MANAGEMENT FORM

On the Dashboard, there will be a "For You Today" section, or you can access the form from the Home drop-down menu. Click "Performance" to access your Inbox.

2

NAVIGATE TO EVALUATION DISCUSSION

Scroll down or click on "Evaluation Discussion" to navigate to that section.



3

DOCUMENT DATE

Select the date the Evaluation Discussion was conducted.

Date of Evaluation Discussion	MM/DD/YYYY								
	MW/DD/TTTT					<u> </u>			
* Results of Evaluation Discussion	< February					2024	>		
Supervisor's Signature		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	5	28	29	30	31	1	2	3	
Summary Section	6	4	5	6	7	8	9	10	
	7	11	12	13	14	15	16	17	
	8	18	19	20	21	22	23	24	
Overall Form Rating: ①	9	25	26	27	28	29	1	2	
4.0 - Exceeds Expectations	10	3	4	5	6	7	8	9	

Document the
Evaluation Discussion
on the SAME day you
conduct it. The
system will indicate
what date you select
the planning
discussion date.
Backdating or
advance dating may
result in an audit
finding.





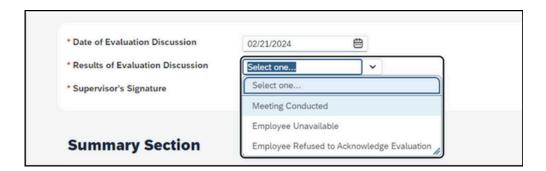


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DOCUMENT RESULTS

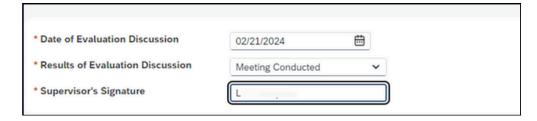
Select the "Results of the Evaluation Discussion" using the drop-down menu.



5

SIGN THE FORM

- Click the "Supervisor's Signature" box.
- Type your name in the box.



6

ACKNOWLEDGE THE EVALUATION

Scroll to the bottom of the page and click "Acknowledge Evaluation and Send to Employee."



7

CONFIRM YOUR APPROVAL

- A confirmation window will open.
- You may add notes to be included in the "Email Notification Comments."
- If you are finished with the form, click on "Acknowledge Evaluation and Send to Employee."



