EMPLOYEE ROLE

Note: screen displays may differ slightly from the ones shown in this tutorial.

Legend:

Blue rectangle callouts indicate instructions to user

Orange rounded rectangle callouts indicate information for user

Red boxes draw attention to item inside

Although the 2015 appraisals are displayed for this tutorial, you will complete the instructions for the current year appraisal period.
COMPLETING THE ANNUAL PERFORMANCE APPRAISAL IN TALENT MANAGEMENT—EMPLOYEE ROLE

To complete your performance appraisal, click on **Home>Scheduled Tasks**.

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STEP ONE: Opening the appraisal.

You will see at least your own performance appraisal; you may see more if you are a supervisor of staff employees. Click on the appraisal that does not have a name attached.

Optional: Check the box to view completed/expired tasks.

Click on your appraisal. It will not have a name attached.

You will see at least your own performance appraisal; you may see more if you are a supervisor of staff employees. Click on the appraisal that does not have a name attached to it.

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A quick overview. Stacked tasks are opened after the previous task is complete.

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Optional Step: Complete Employee’s Self Evaluation inputs.

*Optional: Complete the inputs for the Self Evaluation here if your supervisor has requested you to do so.*

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After completing, click **Save and Continue** to get to the Summary page. Or if you need to complete it at another time, click **Save and Exit**.

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Step Two: Submit the Self Evaluation for Manager Review.

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Step Three: Once you submit your self-evaluation inputs, the supervisor can complete his or her manager review.

Next Steps:

- Supervisor completes manager review inputs.
- Employee and Supervisor meet (Review Meeting) to review appraisal.
- Supervisor acknowledges Review Meeting is complete with signature.

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Once your supervisor acknowledges the Review Meeting, you will receive an email telling you to go to the next step in the process, the Employee Acknowledgment. At this point, you should be able to see the ratings you received during the Review Meeting as discussed with your supervisor.

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Step Four: Acknowledge the Appraisal

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Review the development plan.

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COMPLETING THE ANNUAL PERFORMANCE APPRAISAL IN TALENT MANAGEMENT—EMPLOYEE ROLE

Read the paragraph above carefully prior to signing.

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COMPLETING THE ANNUAL PERFORMANCE APPRAISAL IN TALENT MANAGEMENT—EMPLOYEE ROLE

You may redo the acknowledgment signature date prior to submitting if necessary.

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Appraisal is complete. You may print a copy of the appraisal for your records by clicking on Options in the upper right corner, but Talent Management will retain a permanent copy of all appraisals.

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