



After you have participated in the Performance Evaluation Discussion, your supervisor will document the date and results of the discussion. Your supervisor will then sign and send you the form to sign.

1

NAVIGATE TO YOUR PERFORMANCE MANAGEMENT FORM

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

2

NAVIGATE TO EMPLOYEE SIGNATURE

Scroll down or click on "Signatures" to navigate to that section.

3

ADD YOUR COMMENTS

- Type your comments in the "Employee's Comments" box.
- This is optional.

4

SIGN THE FORM

- Click "Sign" to sign the form.
- You cannot type your name in the box.

5

CONFIRM YOUR SELECTION

- Click "Sign" again to confirm your selection.
- The form is now complete.

