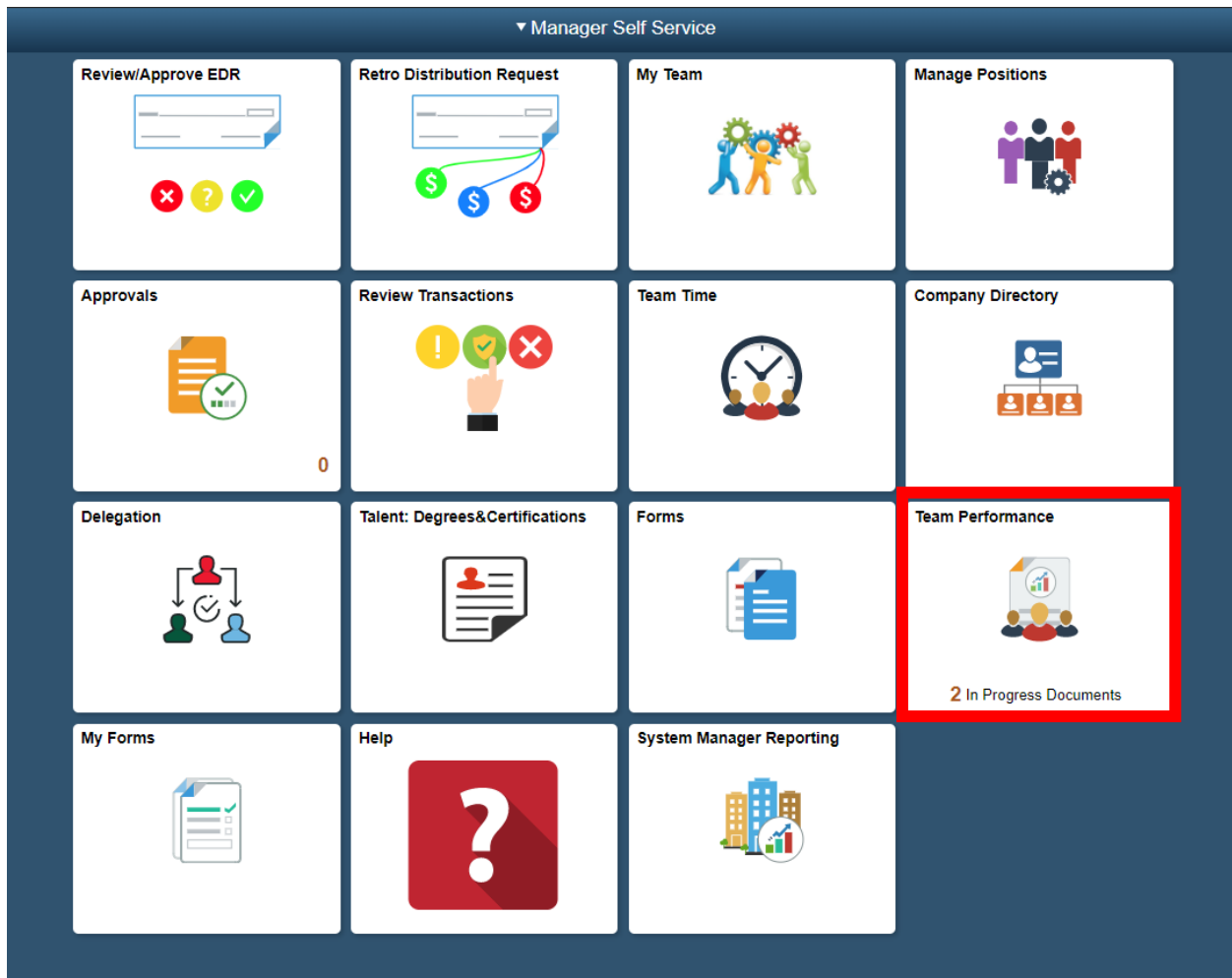


Managers – please remember that your evaluation will be in Employee Self Service while your staff members' evaluations will show up under Manager Self Service.


1. Click on the “Team Performance” tile in Manager Self Service



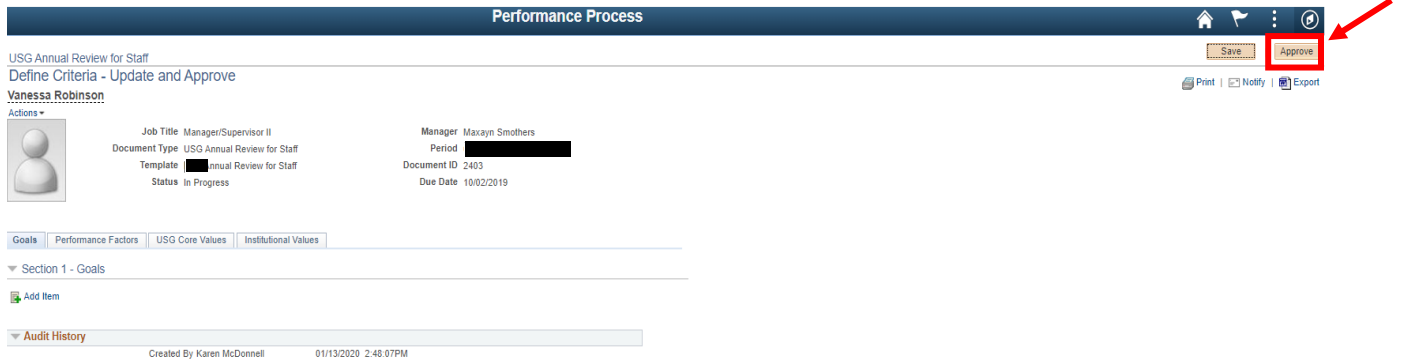
2. Click on the name of one of your staff members

← Manager Self Service Current Documents

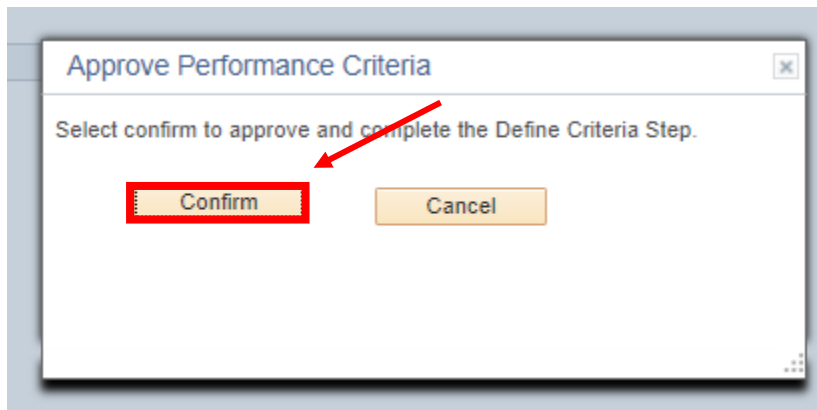
Current Documents

	Document Type	Document Status	Period Begin / Period End
 Vanessa Robinson Manager/Supervisor II	USG Annual Review for Staff	Define Criteria	4/1/2020 3/31/2021

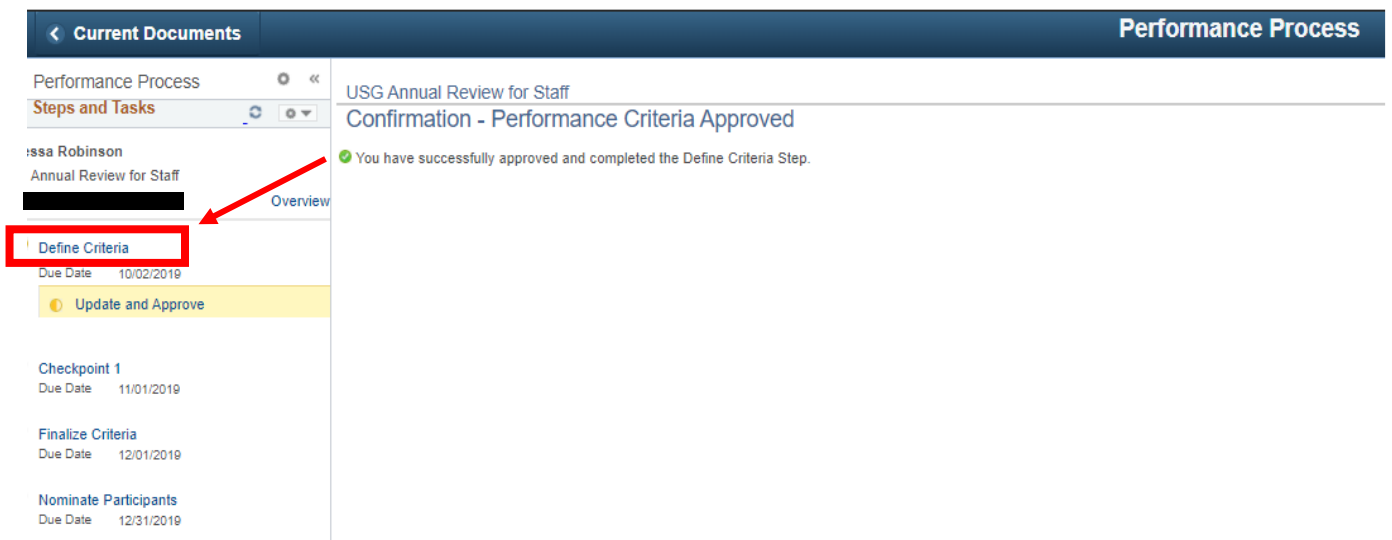
3. Once the evaluation is open, go to the upper right corner and click on **“approve”**



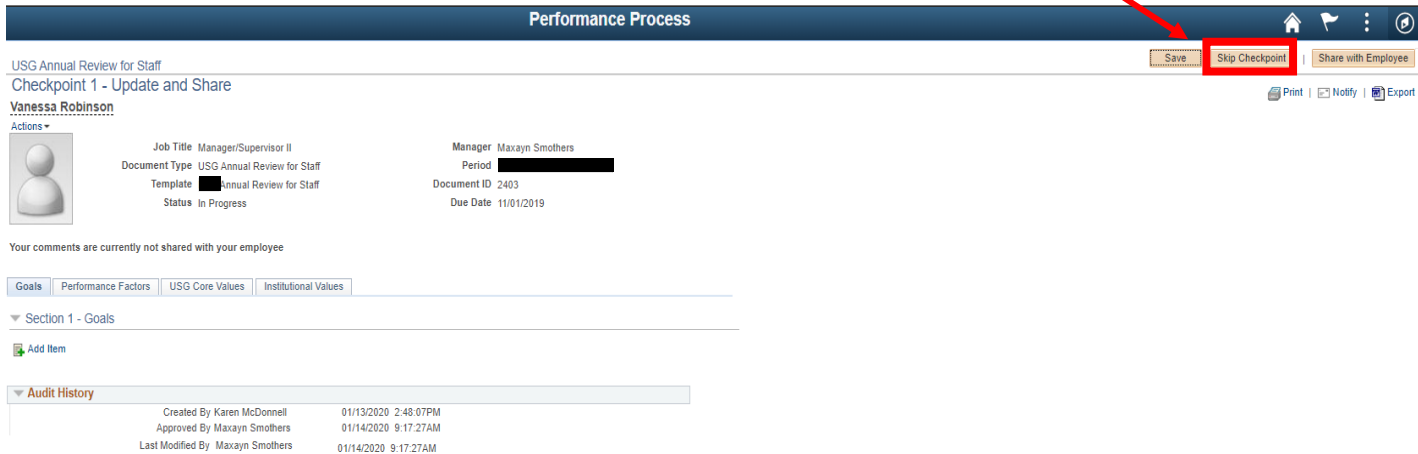
4. A text box will show up. Please click **“confirm”**. (this will skip the step where the employee enters his/her goals at the beginning of the year).



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



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

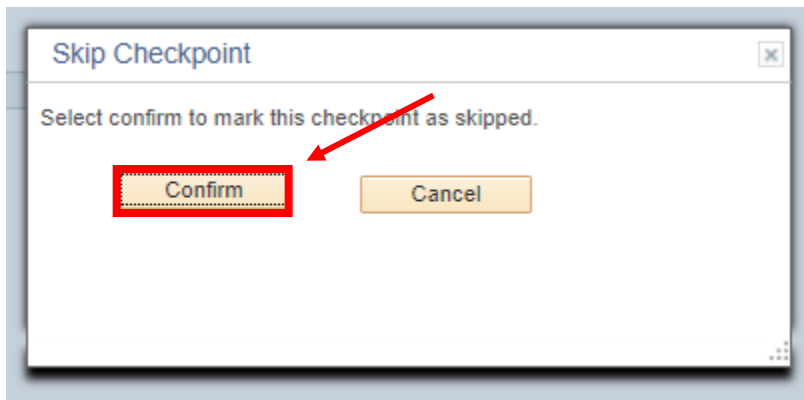


The screenshot shows the 'Performance Process' interface for 'USG Annual Review for Staff'. The page title is 'Checkpoint 1 - Update and Share' for 'Vanessa Robinson'. In the top right corner, there are three buttons: 'Save', 'Skip Checkpoint', and 'Share with Employee'. The 'Skip Checkpoint' button is highlighted with a red box, and a red arrow points to it from the right. Below the buttons, there is a profile picture and a table of metadata:

Job Title	Manager/Supervisor II	Manager	Maxayn Smothers
Document Type	USG Annual Review for Staff	Period	[REDACTED]
Template	[REDACTED] Annual Review for Staff	Document ID	2403
Status	In Progress	Due Date	11/01/2019

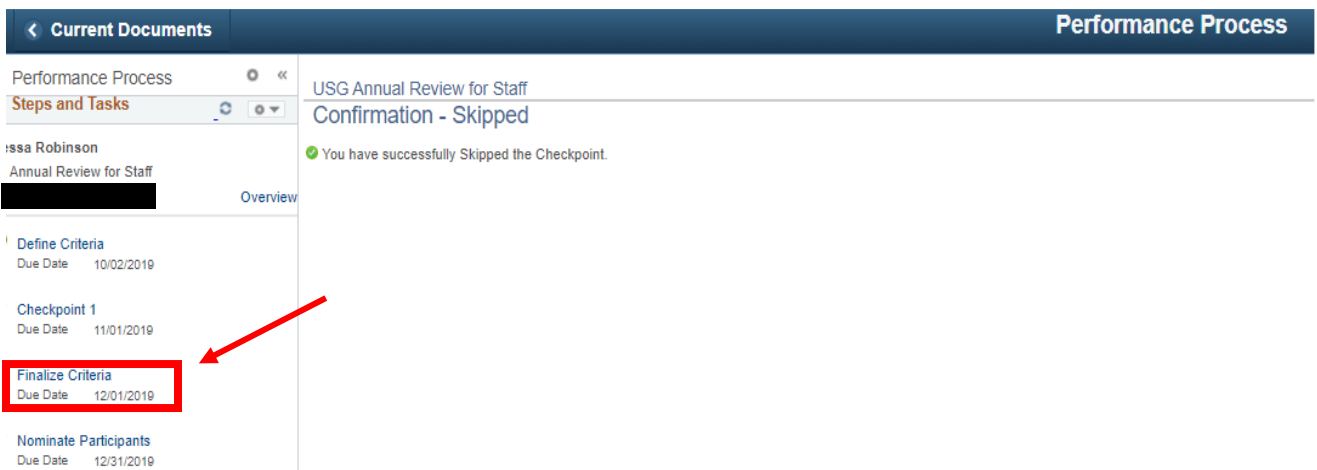
Below the metadata, there is a section for 'Goals' and 'Audit History'.

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).



The screenshot shows a 'Skip Checkpoint' dialog box. The title is 'Skip Checkpoint' and the text inside says 'Select confirm to mark this checkpoint as skipped.' There are two buttons: 'Confirm' and 'Cancel'. The 'Confirm' button is highlighted with a red box, and a red arrow points to it from the right.

8. Refresh your browser and click on **"Finalize Criteria"** on the left navigation bar again and click **"complete"** in the upper right.



The screenshot shows the 'Performance Process' interface with a left navigation bar. The main content area shows 'USG Annual Review for Staff' with a status of 'Confirmation - Skipped' and a message: 'You have successfully Skipped the Checkpoint.' The left navigation bar has a 'Current Documents' section with the following items:

- Define Criteria (Due Date: 10/02/2019)
- Checkpoint 1 (Due Date: 11/01/2019)
- Finalize Criteria (Due Date: 12/01/2019)**
- Nominate Participants (Due Date: 12/31/2019)

The 'Finalize Criteria' item is highlighted with a red box, and a red arrow points to it from the right.

Performance Process

USG Annual Review for Staff
Finalize Criteria - Update and Complete

Vanessa Robinson

Actions

Job Title: Manager/Supervisor II
Document Type: USG Annual Review for Staff
Template: Annual Review for Staff
Status: In Progress

Manager: Maxayn Smothers
Period: [Redacted]
Document ID: 2403
Due Date: 12/01/2019

Save Share with Employee Complete

Print | Notify | Export

Your comments are currently not shared with your employee

Goals Performance Factors USG Core Values Institutional Values

Section 1 - Goals

Add Item

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

Finalize Criteria

Select confirm to complete the Finalize Criteria Step.

Confirm Cancel

- Once all steps have been completed correctly, you will see that the employee now shows as **"Evaluation in Progress"** when you go to the Team Performance Current Documents screen. Your employee should now be able to complete their self-evaluation.

Manager Self Service Current Documents

Current Documents

Name / Job Title	Document Type	Document Status	Period Begin / Period End	Next Due Date
Vanessa Robinson Manager/Supervisor II	USG Annual Review for Staff	Evaluation in Progress	[Redacted]	[Redacted]