

Instructions for Employees to Confirm Evaluation and Add Comments(* = required fields that must be completed)

1. Log in as Employee. If not logged in as Employee, select change user type to Employee.
2. Under Evaluations, Click 'Active Evaluations'
3. Click 'View'

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CHANGE USER TYPE
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Welcome **Laura Smith**. You are logged in.
Your Current Group: Employee. Wednesday, April 7, 2010

View Active Evaluations

Select **View** to review/add comments.

1 Record

Title	Employee Name	Department	Division	Evaluation Type	Status	Last Action Date
View View Summary	Smith, Laura	220161 AF Employee Relations		SPA/CSS - Final Performance Evaluation & Competency Assessment	Evaluation sent to Employee for Certification & Comments	01-13-2010

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4. Then click 'Edit'

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View SPA/CSS - Final Performance Evaluation & Competency Assessment Summary

Please note: Employee confirmation does not necessarily indicate agreement with the evaluation/assessment; it only indicates face to face discussion between the two parties.

Please review the details of the evaluation carefully before continuing.

[Click here to view the Employee Expectations.](#)

If you see the Edit link below, please follow this link to review the evaluation and add your comments.

To take the action you have specified, click **Continue**. To edit the evaluation, click **Edit**. To exit the evaluation without making any changes, click **Cancel**.

[Edit](#) [Printer-Friendly Version](#)

Evaluation Status

Save

Confirm evaluation reviewed/discussed with supervisor & agree to abide with Employee Expectations.

CANCEL **CONTINUE**

- Select 'Overall Rating Comments' tab.

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CANCEL VIEW EVALUATION SUMMARY >>

Evaluation Details	Core Work Values	Supervisor/Managerial Core Work Values	Performance Evaluation	Competency Assessment	Overall Rating Comments	Attach Documents	Career Development
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<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

Please note that a **disciplinary action (including written warnings)** is made **inactive** when an employee receives an overall rating on their performance evaluation that is "Meets Expectations" or better and the area cited in the disciplinary action is rated at "Meets Expectations" or better.

*Required information is denoted with an asterisk.

Overall Performance Rating

Overall Performance Rating:	Exceeds Expectations
Overall Performance Comments:	Laura is a great asset to the ER/SD unit. She constantly displays professionalism in dealing with all customers. Laura is a team player and readily assists others when needed. Laura is a very dependable employee. I look forward to having Laura in our unit for

Done Internet 100%

6.

Enter 'Employee Comments'

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Additional Information

Does employee currently have secondary employment?

If yes, attach a [secondary employment agreement](#). Yes

[Click here for the secondary employment policy.](#)

Comments

* Employee Comments:

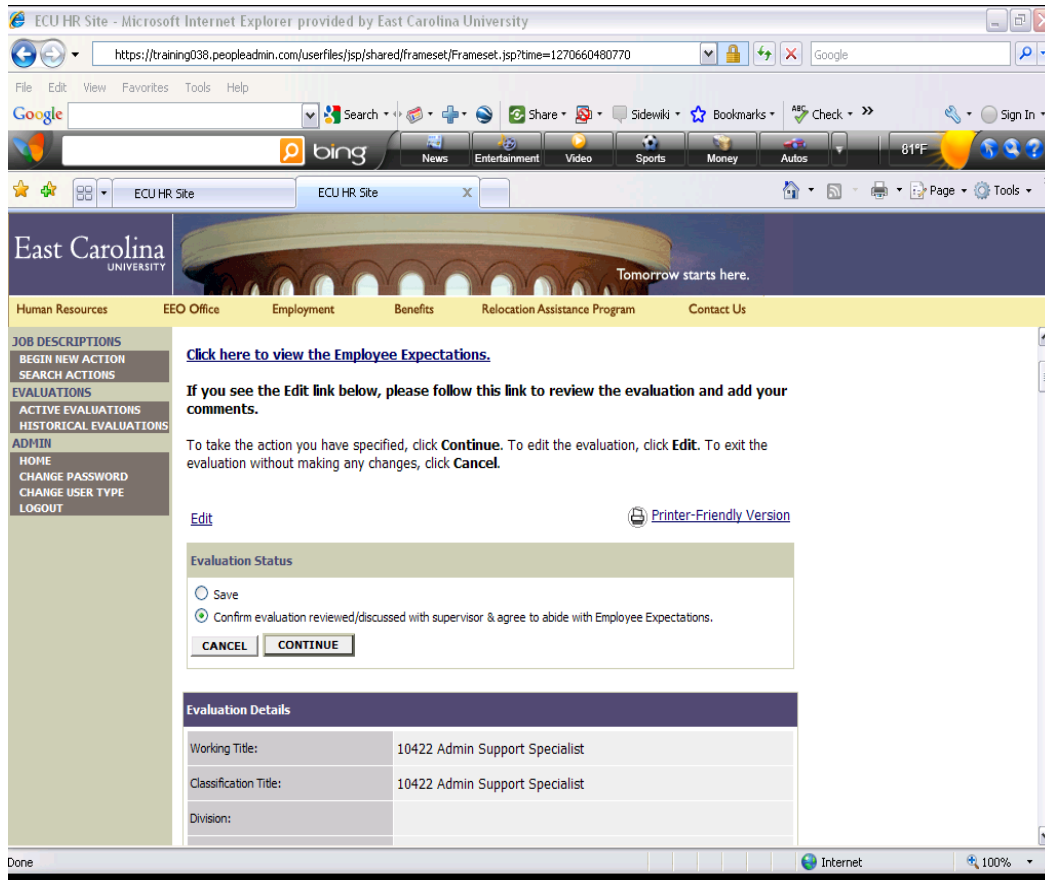
*Required information is denoted with an asterisk.

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CANCEL VIEW EVALUATION SUMMARY >>

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7. Scroll to the bottom of the page and select 'View Evaluation Summary,' then select 'Confirm evaluation reviewed/discussed with supervisor & agree to abide with Employee Expectations' next select 'Continue' and finally select 'Confirm.'



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Welcome **Laura Smith**. You are logged in. Wednesday, April 7, 2010
Your Current Group: Employee.

Confirm Change Evaluation Status

You are about to change this action to the following status:

Evaluation Status

Confirm evaluation reviewed/discussed with supervisor & agree to abide with Employee Expectations.

Done Internet 100%