

Instructions for Employees Initial Review of Evaluations(* = 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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https://training038.peopleadmin.com/userfiles/jsp/shared/franaset/franaset.jsp?time=1270661426226

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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 Initial Review	01-13-2010

4. Then click 'Go to Tab View.' You will not be able to add comments at this time. This is your opportunity to review your evaluation prior to the face-to-face discussion with your supervisor.

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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**.

[Go to Tab View](#) [Printer-Friendly Version](#)

Evaluation Status

Save

Return Evaluation to Supervisor for Employee Discussion

CANCEL CONTINUE

5. Read each page of the evaluation. Select 'Continue to Next Page' to move through evaluation.

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View SPA/CSS - Final Performance Evaluation & Competency Assessment

RETURN TO SEARCH RESULTS VIEW EVALUATION SUMMARY >>

Evaluation Details	Core Work Values	Supervisor/Managerial Core Work Values	Performance Evaluation	Competency Assessment	Overall Rating Comments	Attach Documents	Career Development										
<p>CONTINUE TO NEXT PAGE >></p> <p>*Required information is denoted with an asterisk.</p> <table border="1"> <tr> <td>Working Title:</td> <td>10422 Admin Support Specialist</td> </tr> <tr> <td>Classification Title:</td> <td>10422 Admin Support Specialist</td> </tr> <tr> <td>Division:</td> <td></td> </tr> <tr> <td>Department:</td> <td>220161 AF Employee Relations</td> </tr> <tr> <td>Current employee:</td> <td>Smith, Laura</td> </tr> </table>								Working Title:	10422 Admin Support Specialist	Classification Title:	10422 Admin Support Specialist	Division:		Department:	220161 AF Employee Relations	Current employee:	Smith, Laura
Working Title:	10422 Admin Support Specialist																
Classification Title:	10422 Admin Support Specialist																
Division:																	
Department:	220161 AF Employee Relations																
Current employee:	Smith, Laura																

Done Internet 100%

6. Once you have reviewed each page of the evaluation, select 'Return Evaluation to Supervisor for Employee Discussion,' next select 'Continue' and finally select 'Confirm.'

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JOB DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS

EVALUATIONS
ACTIVE EVALUATIONS
HISTORICAL EVALUATIONS

ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

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

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[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**.

[Go to Tab View](#) [Printer-Friendly Version](#)

Evaluation Status

Save

Return Evaluation to Supervisor for Employee Discussion

CANCEL CONTINUE

Evaluation Details

Working Title: 10422 Admin Support Specialist

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JOB DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS

EVALUATIONS
ACTIVE EVALUATIONS
HISTORICAL EVALUATIONS

ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

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

Confirm Change Evaluation Status

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

Evaluation Status

Return Evaluation to Supervisor for Employee Discussion

Done Internet 100%