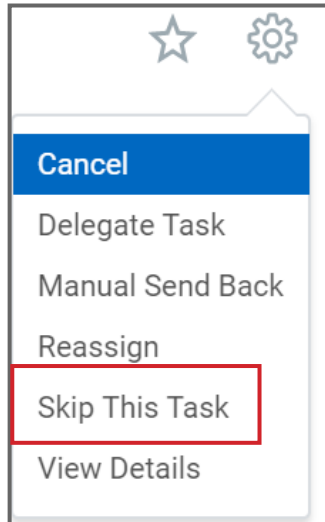


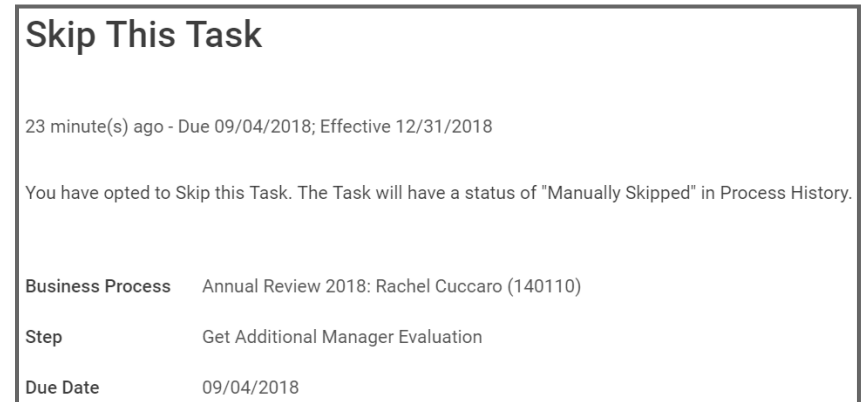
Once your employees are finished with their self-evaluation and have submitted it to you, you will receive an action in your inbox. If your employees do not complete a self-evaluation, the review will automatically be sent to you.

Open an Annual Review

1. From your home page, click your **Inbox** icon
2. Click the **Annual Review 2019** inbox item
3. The first screen is an optional step to **Get Additional Manager Evaluation**. Refer to the **Get Additional Manager Evaluation** process for help or proceed to step 4
4. To skip **Get Additional Manager Evaluation**, click the **gear icon** and select **Skip This Task**

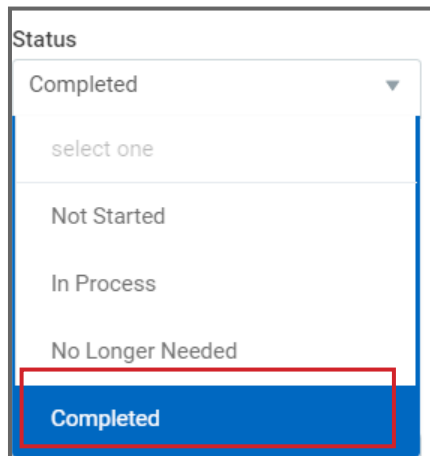


5. You will receive a notification that you skipped the task. Click **OK**



6. You will be notified that you have new inbox items
- Evaluate STARS Goal**
1. Click the **Manager Evaluation: Annual Review 2019** inbox item
 2. Click **Open**
 3. Click **Go to Guided Editor**
 4. The first section is the **STARS Values** goal. Click the **pencil icon** to edit

5. Scroll to the bottom of the STARS Values goal and select **Completed** in the **Status** drop-down menu



The image shows a dropdown menu titled "Status". The menu is open, showing several options: "Completed", "select one", "Not Started", "In Process", "No Longer Needed", and "Completed" (highlighted in blue and enclosed in a red box). The "Completed" option at the top is also selected, indicated by a small downward arrow.

6. In the **Completed On** field, enter **12/31/2019**
7. Under **Manager Evaluation**, select the appropriate rating for the STARS Values goal
- Exceptional
 - Exceeds Expectations
 - Successful
 - Below Expectations
 - Unacceptable
8. Under **Comments**, enter your comments with justification for the selected rating

9. Click the **check mark icon** to save



Note: Under **Summary**, you will see a **Calculated Rating** next to the **Employee's Self-Evaluation Calculated Rating** for the STARS goal. The STARS goal is 20% of the overall rating.

10. Click the **pencil icon** to add overall comments about the employee's STARS goal
11. When finished, click the **check mark icon** to save
12. Click **Next** to move to **Performance Goals**

Evaluate Performance Goals

- Review each performance goal
- Click the **pencil icon** to edit a goal
- Scroll to the bottom of the performance goals and select **Completed** in the **Status** drop-down menu. All goals must be marked **Complete** during the performance review
- In the **Completed On** field, enter **12/31/2019**

5. Under **Manager Evaluation**, select the appropriate rating for the performance goal
 - a. Exceptional
 - b. Exceeds Expectations
 - c. Successful
 - d. Below Expectations
 - e. Unacceptable
6. Under **Comments**, enter your comments with justification for the selected rating
7. Click the **check mark icon** to save
8. Scroll to the next performance goal and repeat steps 2-7. If goals are missing from the Performance Goal section, review the **Pull Existing Goal into Review** process



Note: Under **Summary**, you will see a **Calculated Rating** next to the **Employee's Self-Evaluation Calculated Rating** for the performance goals. Performance goals are 80% of the overall rating.

9. Click the **pencil icon** to add overall comments about the employee's performance goals
10. When finished, click the **check mark icon** to save
11. Click **Next** to move to **Development Goals**

Evaluate Development Goals

1. Under **Manager Evaluation**, click the **pencil icon** to enter comments about the development goals. Development goals are not rated in the performance review
 2. Click **Next** to move to **Supporting Documents**
- ### Supporting Documents
- Supporting Documents is an optional field. It allows you to upload any relevant documents for the review including reports, work products, emails, proposals, etc.
1. Review any documents your employee has uploaded
 2. Click **Attach** to upload a document(s)
 3. Under **Comment**, list the document(s) attached

The screenshot shows the 'Supporting Documents' form. At the top right is a 'Guide Me' button. Below it is a 'Manager' field. The main section is titled 'Evaluation Supporting Document (empty)' and contains a 'File' section with an 'Attach' button highlighted by a red box. Below the 'File' section are 'Updated By (empty)' and 'Upload Date (empty)' fields. At the bottom is a 'Comment' section with a text input box also highlighted by a red box.

4. Click Next to move to **Overall**

Overall and Summary

1. On the **Overall** page, do not adjust the **Calculated Rating** numbers. The **Calculated Rating** shows the employee's overall performance rating
2. Click **Next** to move to **Summary**
3. Review all ratings and comments for **STARS, Performance** and **Development** goals
4. Click the **pencil icon** to edit goals
5. Click **Save for Later** if the review is not complete and needs additional changes. This will save the review in your inbox
6. When the review is finished, click **Submit**

Approval Process

