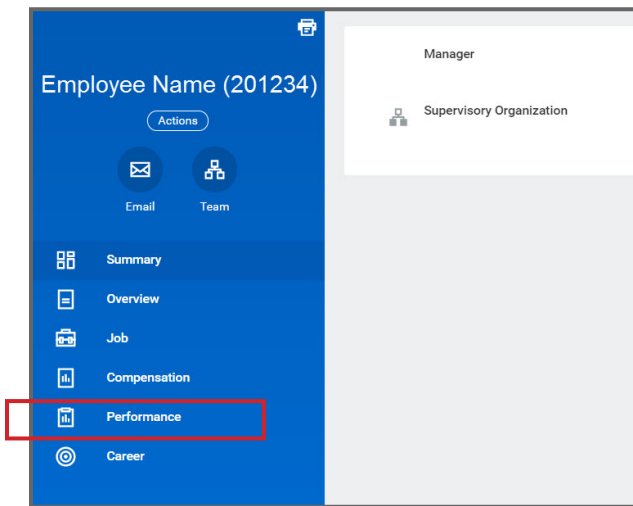


Create a PDF printable version of your employee's performance reviews to share with your employee. It is recommended that you always create a new PDF of the review to avoid any confusion with older versions on the employee's profile.

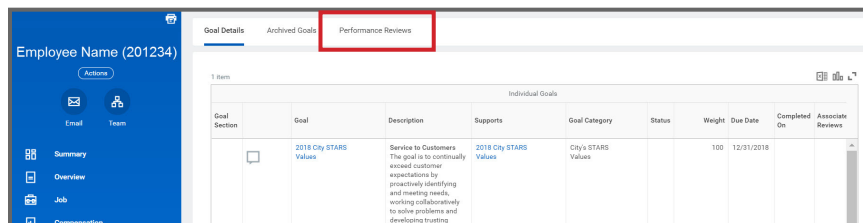
Employee Profile

1. Search for and select the employee's name in the **search bar**

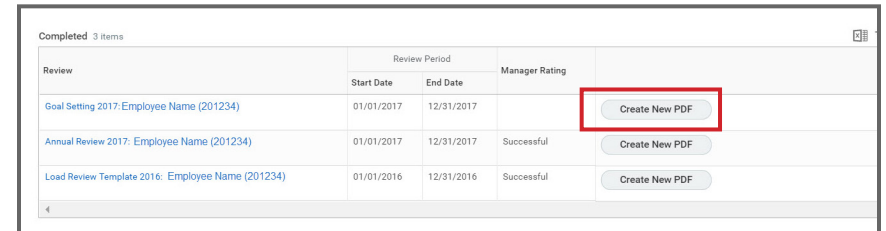
2. Click **Performance**



3. Click **Performance Reviews**



4. Click **Create New PDF** to the right of **Annual Review**



5. When the pop-up appears, click **Notify Me Later**

6. A PDF of the review will become available in your notifications. Click on the **bell icon** at the top right of the screen

7. Click on the PDF to open the review

Approval Process

There is no approval required for this process.