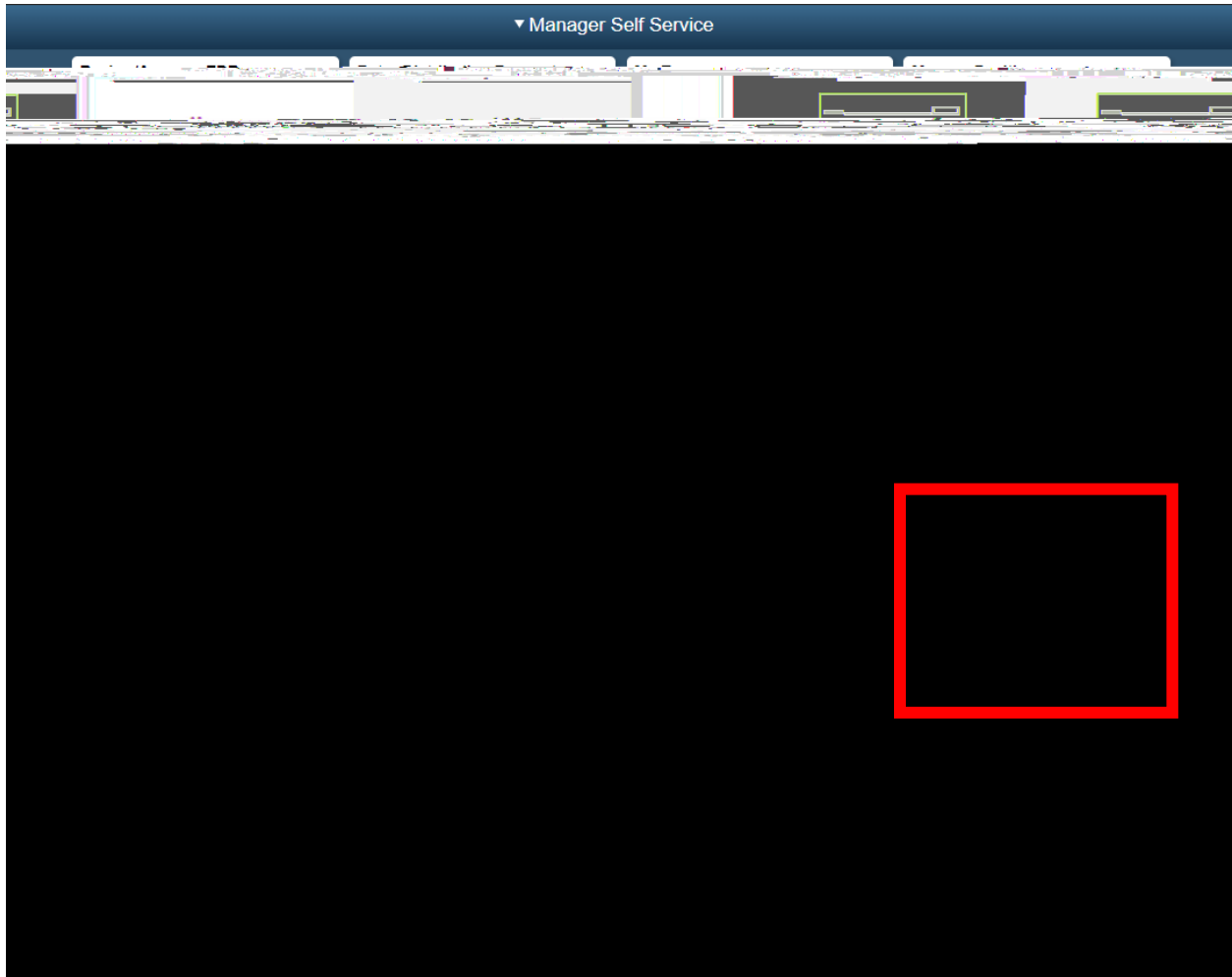
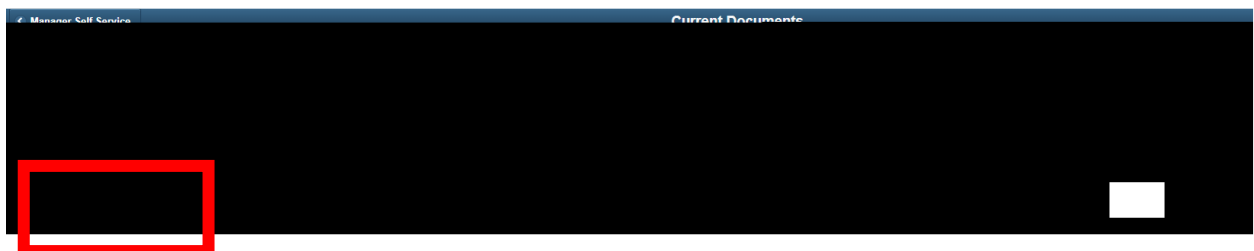


Managers – please remember that your evaluation will be in Employee Self Service while your staff members' evaluations will show up under Manager Self Service.

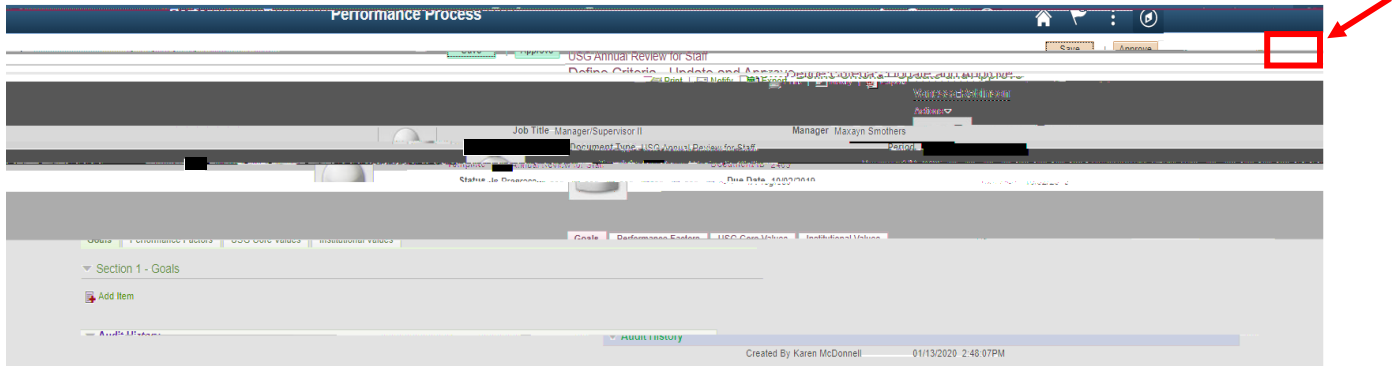
1. Click on the “Team Performance” tile in Manager Self Service



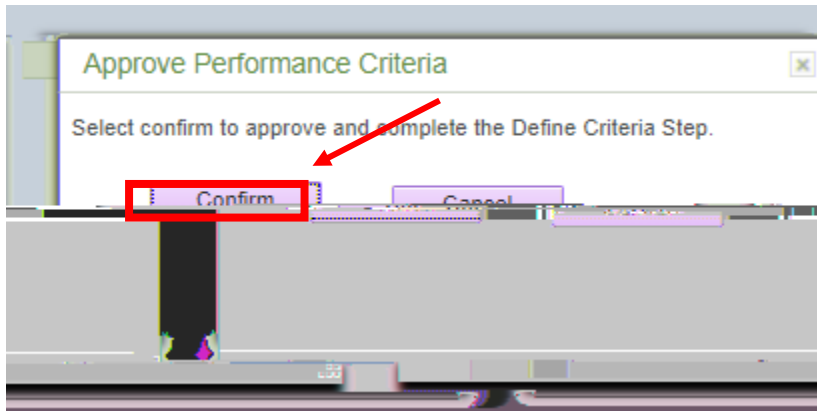
2. Click on the name of one of your staff members



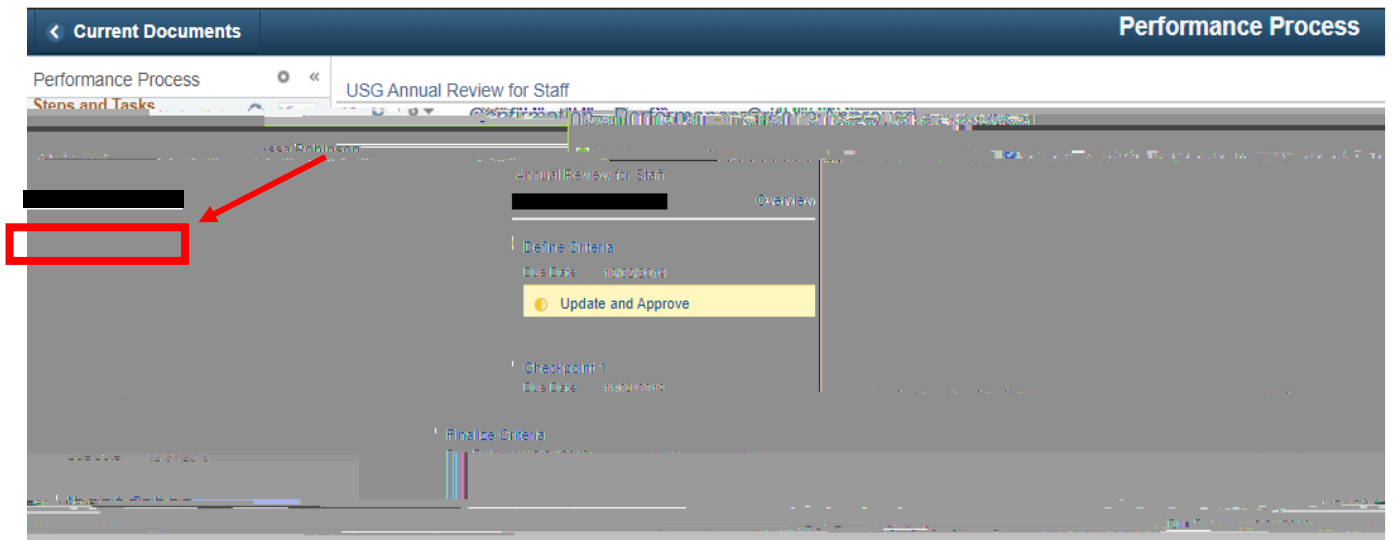
3. Once the evaluation is open, go to the upper right corner and click on “approve”



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

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

10. 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 Cur