Overview/Description

This document provides step-by-step instructions on how Employee navigates to Acknowledgement of Performance Evaluation. The Employee is acknowledging that the Performance Evaluation review was held, the Employee received the Performance Evaluation, and reviewed the documents.

Prerequisite(s)

Finalizing the Performance Evaluation Ratings by both Employee and Manager

Instructions

1. Step

Employee Completes **Acknowledgement** of Performance Evaluation

1.1. Sub step

After the Performance Review has been held, the Manager should request that the Employee login into Employee Self Service and Acknowledge the document.

Navigation

Employee Self Service > Performance > My Performance Documents > Current Documents

▼ Employee	Self Service	
¢ertificates	Time and Absence	Performance
	C	
		Next Due Date 10/31/2019

a. The Employee will have Annual Review document listed in My Current Documents

< Employee :	elf Service			Performance	
Linds Employ 035268	ey Seipel 🕤 ee Relations Manager				
My Current Do	cuments 1	My Current Documents			Create Documen
My Historical D	ocuments	Document Type	Document Status	Period Begin / Period End	Next Due Date
Evaluations of	Others 0	USC Annual Daview for Staff	Evaluation in Program	01/01/2019	10/21/2019
Historical Evalu	ations of Others	USG Annual Review for Stan	Evaluation in Progress	11/30/2019	10/3//2019
b. The Per Manag	formance er and Em	Evaluation ratings ployee and can b	and comments e viewed.	have been finalize	ed by both the
erformance		Perform	nance Process		ଜ
mance Process	 USG Annual Review f Manager Evaluat 	or Leaders			Save Acknowledge
a Burton	remembering, and follow	i to which employee is prolicient and professional in oral ring oral or written instructions; asking for clarification who	and written communication. This includes listenin en necessary and providing information to others	ig, understanding, in a clear, complete	🞒 Print 🖃 Notify 🏙 Expo
nnual Review for Leaders 2021 - 12/31/2021 Overvie	Manager F	ating 5 - Exemplary 5.00			
Define Criteria Due Date 11/16/2021	Manager Comm	nents		12	
Checkpoint 1 - Skipped Due Date 12/01/2021					
Finalize Criteria Due Date 12/01/2021	Employee Ra	ting 5 - Exemplary			
Complete Self Evaluation	Employee Comm	ents			
Review Manager Evaluation Due Date 12/01/2021					
Acknowledge	Created By Ter Last Modified By Am	nplate 11/22/2021 7:25AM v Phillips 11/24/2021 6:52AM			
View	Customer Service	3			
	Description : The exten supervisors, subordinate	t to which the employee provides a customer friendly env is, faculty and students. The employee resolves custome	ironment and superior service to our clients, pati r needs with confirmed satisfaction, responsivene	ents, coworkers, ass, and outcomes.	
	Manager F	ating 5 - Exemplary 5.00			
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ePerformance Employee Acknowledges Performance Evaluation Held Training Aid Date: 11/19/2021

Performance Process O	W V	Save Acknowl
teps and Tasks 🗧 💿	Manager Evaluation - Acknowledge	
Cunthia Burton		😝 Print 🖃 Notify 👹
USG Annual Review for Leaders	Department 1060416 HRS-Human Resources	
06/01/2021 - 12/31/2021 Overview	LOCATION 430 Nonnosaw State Oniversity	
	 This document is currently waiting for your acknowledgment. 	
 Define Criteria Due Date 11/16/2021 	Select the Acknowledge button to confirm that you and your manager have discussed this document. Your name will be placed in the signature section on the	
506 Date 11/10/2021	pratied document acknowledging that the review was held.	
Checkpoint 1 - Skipped		
Due Date 12/01/2021	Goals Job Dutles Performance Factors USG Core Values Overall Summary Sign-off Remarks	
Finalize Criteria		
Due Date 12/01/2021	Section / - Overall Summary	
Complete Self Evaluation		
Due Date 12/01/2021		
	Manager Rating 4 - Superior 3.75	
Review Manager Evaluation	Manager Comments	
Due Date 12/01/2021		
Acknowledge		
View		
	Employee Rating 3 - Successful	
	Employee Comments	
	Performance Process	re Q 📢
	Performance Process	Save Acknowledg
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Employee Acknowledgement Comments	Employee Acknowledgement Comments
	This Review gave me great insight to the work I do for the university.
Confirm	
Upon selecting confirm you are acknowledging that the review was	Confirm Cancel
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