Overview/Description

This document provides step-by-step instructions on how to navigate to **Complete Manager Evaluation** on the Performance Process page. This page is used by the Manager to share Performance Evaluation with Employee, Request Acknowledgement, and Submit for Approval. It is recommended to create overall goals for the employee prior to completing an annual assessment document.

Prerequisite(s)

Manager Completes Review

Employee Completes Self Evaluation

Instructions

1. Step

Complete Manager Evaluation for Performance Process Page

1.1. Sub step

Complete Manager Evaluation gives the Manager the opportunity to share the Performance Evaluation with Employees. Next the Manager will need to meet with the Employee to discuss Performance Evaluation.

Navigation

Manager Self Service > Team Performance > Current Documents

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a. The Manager shares the Performance Evaluation with the Employee by clicking on **Share with Employee**.

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b. The Manager will need to click on **Confirm** to share the document with the Employee. Next, the Manager will need to meet with the Employee to discuss the Performance Evaluation.

Select confirm to share this document with the employee. Next, you should meet with the employee to discuss your evaluation.	
The overall rating you have assigned to this employee is 4 - Superior.	
Comments should be entered in the Overall Summary section to justify a Rating of a 1 or a 5.Upon selecting confirm, your electronic signature will be added to this document.	
Confirm Cancel	



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Performance Process • «	USG Annual Review for Leaders
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Cynthia Burton	• You have successfully shared your evaluation with the employee.
USG Annual Review for Leaders	
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Finalize Criteria Due Date 12/01/2021	
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Review Participant Evaluations Due Date 12/01/2021	
Review Self Evaluation Due Date 12/01/2021	
Complete Manager Evaluation Due Date 12/01/2021	
Update and Share	
Pending Acknowledgement	
1.2. Sub step	
After the Performand Employee login into	ce Review has been held, the Manager should request that the Self Service and Acknowledge the document.
Navigation	

Employee Self Service > Performance > select the desire document

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b. At this point, the performance evaluation ratings and comments have been finalized by both the Manager and Employee and can be viewed. Here are examples of those comments in different sections of the document:



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e. The Employee has selected Confirm and the Employee's electronic signature is now added to the document.

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ePerformance Complete Manager Evaluation Training Aid Date: 11/19/2021



b. The Manager has submitted the Performance Evaluation for approval and must confirm.

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