



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

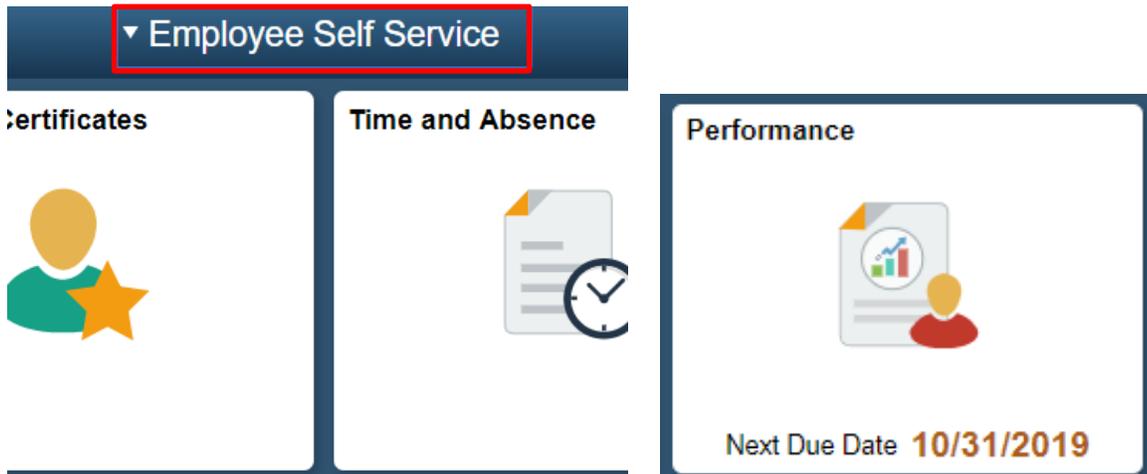
Employee Completes **Acknowledgement** of Performance Evaluation

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



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



Employee Self Service Performance

Lindsey Seipel
Employee Relations Manager
0352681

My Current Documents 1 **My Current Documents** Create Document

My Historical Documents

Evaluations of Others 0

Historical Evaluations of Others

Document Type	Document Status	Period Begin / Period End	Next Due Date
USG Annual Review for Staff	Evaluation in Progress	01/01/2019 11/30/2019	10/31/2019



b. The Performance Evaluation ratings and comments have been finalized by both the Manager and Employee and can be viewed.

Performance Process

USG Annual Review for Leaders
Manager Evaluation - Acknowledge

Cynthia Burton
USG Annual Review for Leaders
06/01/2021 - 12/31/2021 Overview

- Define Criteria Due Date 11/16/2021
- Checkpoint 1 - Skipped Due Date 12/01/2021
- Finalize Criteria Due Date 12/01/2021
- Complete Self Evaluation Due Date 12/01/2021
- Review Manager Evaluation Due Date 12/01/2021
- Acknowledge**

Manager Rating 5 - Exemplary 5.00

Manager Comments

Employee Rating 5 - Exemplary

Employee Comments

Created By: Template 11/22/2021 7:25AM
Last Modified By: Amy Phillips 11/24/2021 6:52AM

Customer Service

Description: The extent to which the employee provides a customer friendly environment and superior service to our clients, patients, coworkers, supervisors, subordinates, faculty and students. The employee resolves customer needs with confirmed satisfaction, responsiveness, and outcomes.

Manager Rating 5 - Exemplary 5.00

Manager Comments

Employee Rating 5 - Exemplary

Employee Comments

Overall Summary tab



Performance Process

USG Annual Review for Leaders
Manager Evaluation - Acknowledge

Department 1060416 HRS-Human Resources
Location 430 Kennesaw State University

This document is currently waiting for your acknowledgment.
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 printed document acknowledging that the review was held.

Goals | Job Duties | Performance Factors | USG Core Values | Overall Summary | Sign-off Remarks

Section 7 - Overall Summary

Manager Rating 4 - Superior 3.75

Manager Comments

Employee Rating 3 - Successful

Employee Comments

Save Acknowledge

Print | Notify | Export

c. Employee selects **Acknowledge**

Performance Process

USG Annual Review for Staff
Manager Evaluation - Acknowledge

Save Acknowledge

Print | Notify | Export

Employee Data

Employee ID 0352681
Department 1060416 HRS-Human Resources
Location 430 Kennesaw State University

Rating History

Goals | Performance Factors | USG Core Values | Institutional Values | Ethics Compliance | Professional Dvlpmnt | Final Remarks | Overall Summary

Section 9 - Overall Summary

d. Employee chooses Acknowledge and has the option to add final comments before confirming.



Acknowledge Review Held

You have chosen to acknowledge that you and your manager have reviewed this document. Your acknowledgement does not necessarily mean you agree but that you have reviewed your evaluation with your manager. Please add Comments.

Employee Acknowledgement Comments

Upon selecting confirm you are acknowledging that the review was held and your electronic signature will be added to this document.

Acknowledge Review Held

You have chosen to acknowledge that you and your manager have reviewed this document. Your acknowledgement does not necessarily mean you agree but that you have reviewed your evaluation with your manager. Please add Comments.

Employee Acknowledgement Comments

This Review gave me great insight to the work I do for the university.

Upon selecting confirm you are acknowledging that the review was held and your electronic signature will be added to this document.

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

< Performance
Performance Process

Performance Process

Steps and Tasks

Lindsey Seipel
USG Annual Review for Staff
01/01/2019 - 11/30/2019 [Overview](#)

- Define Criteria
Due Date 09/01/2019
- Checkpoint 1
Due Date 10/01/2019
- Finalize Criteria
Due Date 10/31/2019
- Complete Self Evaluation
Due Date 10/31/2019
- Review Manager Evaluation
Due Date 10/31/2019
 - Acknowledge

[View](#)

USG Annual Review for Staff

Confirmation - Employee Acknowledgement

✔ You have successfully acknowledged this document.