






A&P ePerformance Quick Reference – Employee Actions

Employee Actions:

After you and your supervisor have reviewed and discussed your performance evaluation together, you will need to acknowledge that the performance review was held. You will receive an automated email notification instructing you to review your evaluation, enter comments and acknowledge the review using the online ePerformance tool via OMNI Self Service.

An evaluation is considered complete when it has been discussed with the employee and acknowledged by the rater and employee.



Note: In this topic, you will learn the steps to review and acknowledge your performance evaluation using the ePerformance evaluation tool.

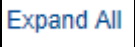
Step	Action
1.	Click the Human Resources link. 
2.	Click the Main Menu link.
3.	Click the Self Service link.
4.	Click the Performance Management link. 
5.	Click the My Performance Documents link. 
6.	Click the Current Documents link. 
7.	Click the AP Annual Performance Review link. 

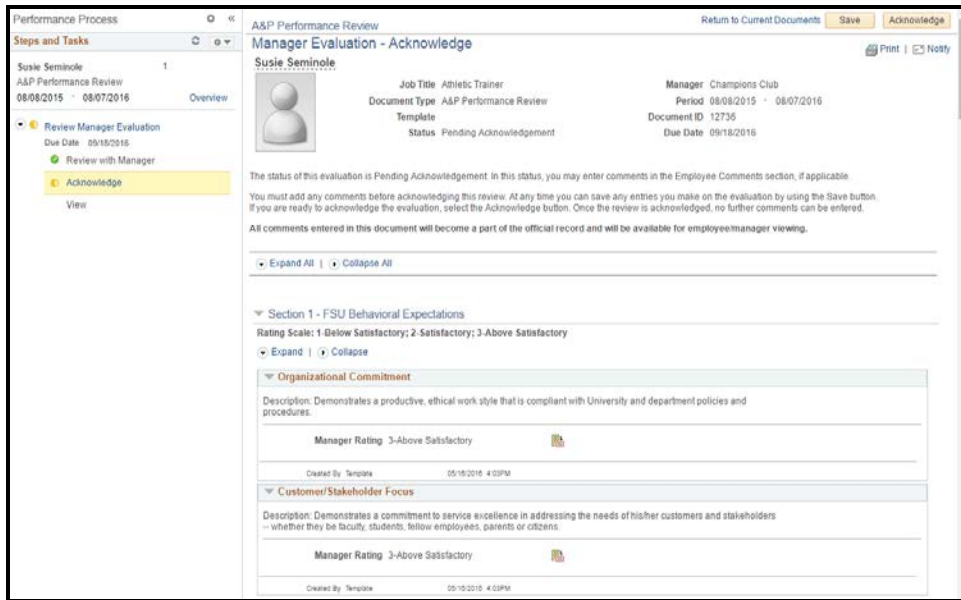
Current Performance Documents


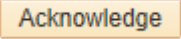
Susie Seminole

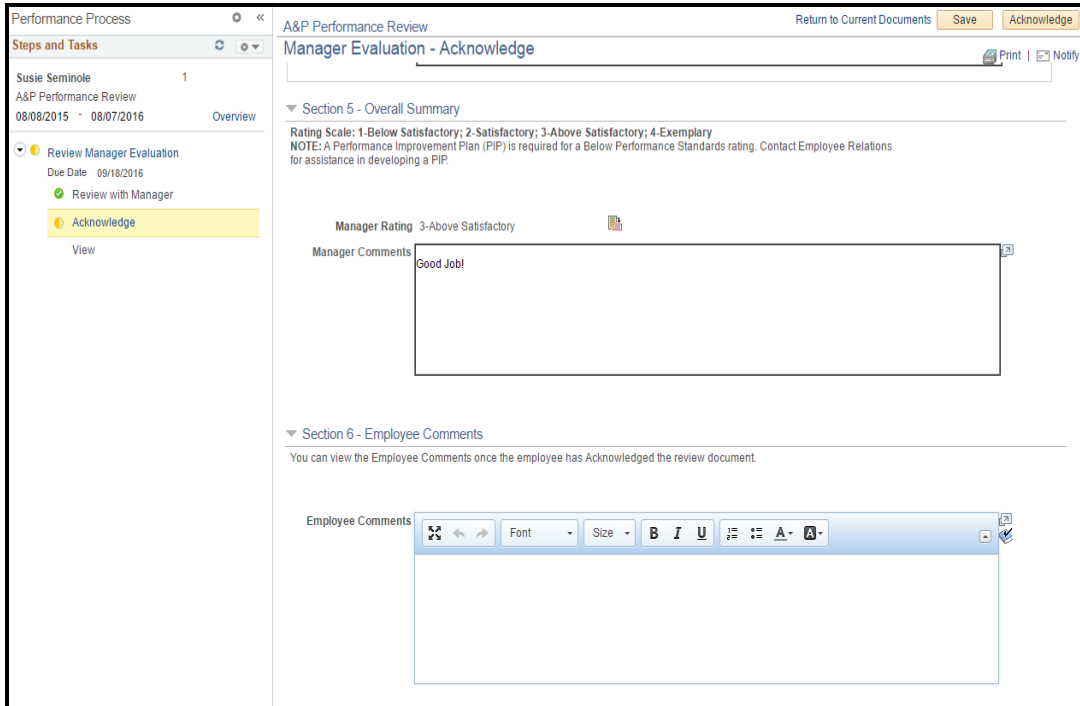
Listed are your current performance documents.


Performance Documents							Personalize Find   First 1 of 1 Last
Document Type	Document Status	Period Begin	Period End	Job Title	Next Due Date	Manager	
AP Performance Review	Pending Acknowledgement	08/08/2015	08/07/2016	Athletic Trainer	09/18/2016	Champions Club	

Step	Action
8.	Click the Expand All link. 



Step	Action
9.	Review and Scroll down the page to the Employee Comments field.
10.	Optional: You may provide comments regarding your performance evaluation ratings
11.	Click the Save button. 
12.	Click the Acknowledge button. 



Step	Action
13.	Click the Confirm button. <div style="text-align: center; margin: 5px 0;">  </div>
NOTE	An automated email notification will now be sent to the supervisor indicating the evaluation has been acknowledged.