

**USPS ePerformance Quick Reference – Employee Actions**





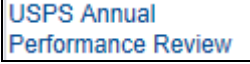
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**Employee Actions:**

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.

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

# Training Guide

## OMNI ePerformance Training

### Current Performance Documents

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Listed are your current performance documents.

Performance Documents <span style="float: right;">Personalize   Find      First 1 of 1 Last</span>						
Document Type	Document Status	Period Begin	Period End	Job Title	Next Due Date	Manager
USPS Annual Performance Review	Pending Acknowledgement	01/01/2015	12/31/2015	Library Associate	02/12/2016	Olivia Osceola

Step	Action
8.	Click the <b>Expand All</b> link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Expand All</div>

Performance Process
USPS Annual Performance Review
Return to Current Documents Save Acknowledge

**Steps and Tasks**

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USPS Annual Performance Review

01/01/2015 - 12/31/2015 Overview

- Review Manager Evaluation
- Review with Manager
- Acknowledge
- View

### Manager Evaluation - Acknowledge

**Gregg Gold**

Job Title Library Associate

Document Type USPS Annual Performance Review

Template

Status Pending Acknowledgement

Manager Olivia Osceola

Period 01/01/2015 - 12/31/2015

Document ID 10691

Due Date 02/12/2016

The status of this evaluation is Pending Acknowledgement. In this status, you may enter comments in the Employee Comments section, if applicable.

You must add any comments before acknowledging this review. At any time you can save any entries you make on the evaluation by using the Save button. If you are ready to acknowledge the evaluation, select the Acknowledge button. Once the review is acknowledged, no further comments can be entered.

All comments entered in this document will become a part of the official record and will be available for employee/manager viewing.

Expand All | Collapse All

Section 1 - FSU Behavioral Expectations

Rating Scale: 1-Below Satisfactory; 2-Satisfactory; 3-Above Satisfactory

Expand | Collapse

**Organizational Commitment**

Description: Demonstrates a productive, ethical work style that is compliant with University and department policies and procedures.

Manager Rating 2-Satisfactory

Created By Template 11/25/2015 9:25AM

**Customer/Stakeholder Focus**


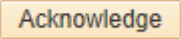
Description: Demonstrates a commitment to service excellence in addressing the needs of his/her customers and stakeholders -- whether they be faculty, students, fellow employees, parents or citizens.

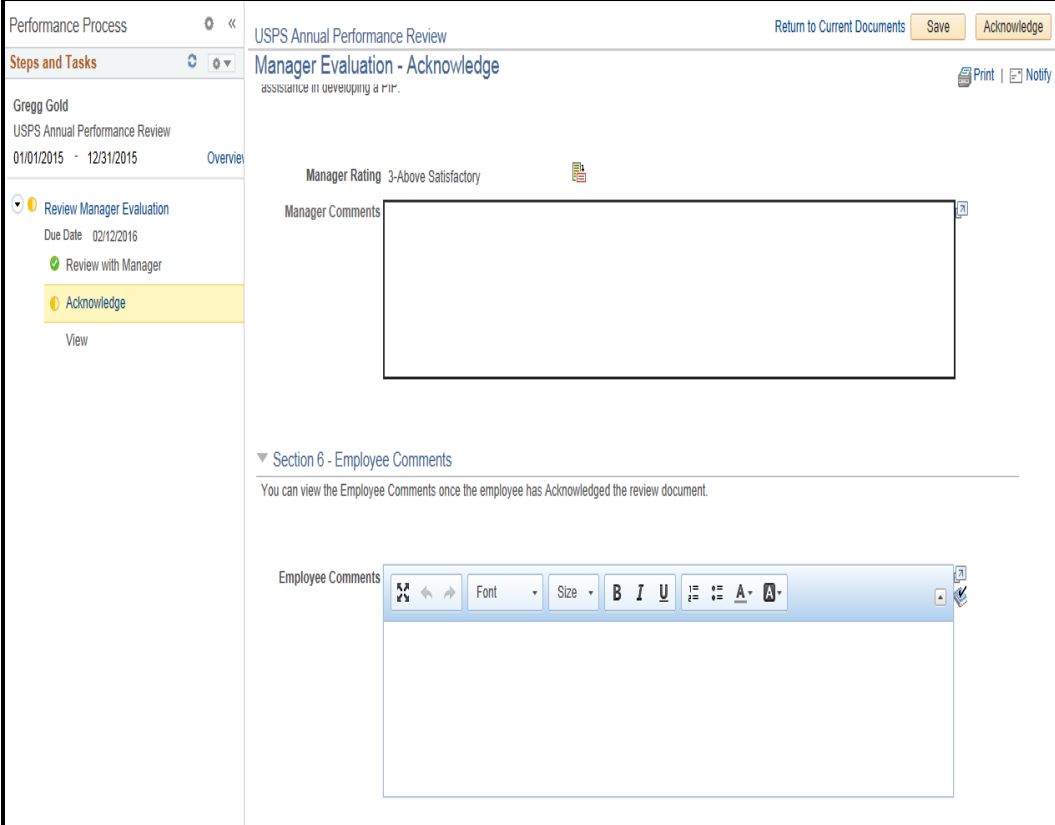
Manager Rating 2-Satisfactory

Step	Action
9.	Review and Scroll down the page to the <b>Comments</b> field.
10.	Optional: You may provide comments regarding your performance evaluation ratings


# Training Guide

## OMNI ePerformance Training

Step	Action
11.	Click the <b>Save</b> button. 
12.	Click the <b>Acknowledge</b> button. 



The screenshot shows the 'USPS Annual Performance Review' interface. The title bar includes 'Performance Process', 'USPS Annual Performance Review', and buttons for 'Return to Current Documents', 'Save', and 'Acknowledge'. The main content area is titled 'Manager Evaluation - Acknowledge' and shows a 'Manager Rating' of '3-Above Satisfactory'. There is a large text box for 'Manager Comments' and a section for 'Employee Comments' with a rich text editor toolbar.

Step	Action
13.	Click the <b>Confirm</b> button. 
<b>NOTE</b>	An automated email notification will now be sent to the supervisor indicating the evaluation has been acknowledged.