

Viewing Historical Documents

Overview:


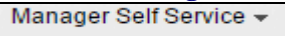

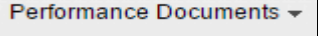
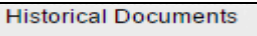
Understanding a Supervisor's View of Historical Documents

Supervisors can view completed performance evaluations through OMNI's Manager Self Service. An evaluation is considered complete when it has been discussed with the employee and acknowledged by the rater and employee.

Procedure

Scenario:

In this topic, you will learn the steps to view your employees' completed performance evaluations.

Step	Action
1.	Click the Human Resources link. 
2.	Click the Main Menu link.
3.	Click the Manager Self Service link. 
4.	Click the Performance Management link. 
5.	Click the Performance Documents link. 
6.	Click the Historical Documents link. 
7.	Click the Employee Name or Filter Criteria link.

Training Guide

OMNI ePerformance Training

Performance Document History

Listed below are the completed and canceled documents for which you are the Manager.
You can access a document by clicking on the "Document Type" hyperlink.

Filter Criteria

First Name: SUSIE Last Name: SEMINOLE
 Document Type: Document Status: Period Between: Filter Clear

Name	Document Type	Document Status	Period Begin	Period End	Job Title	Rating
Susie Seminole	A&P Performance Review	Completed	08/08/2013	08/07/2014	Athletic Trainer	3-Above Satisfactory
Susie Seminole	A&P Performance Review	Completed	08/08/2014	08/07/2015	Athletic Trainer	3-Above Satisfactory
Susie Seminole	A&P Performance Review	Completed	08/08/2015	08/07/2016	Athletic Trainer	3-Above Satisfactory

Step	Action
8.	Review the Performance Evaluation as needed.

Manager Evaluation - Completed

Susie Seminole
 Job Title: Athletic Trainer Manager: Champions Club
 Document Type: A&P Performance Review Period: 08/08/2015 - 08/07/2016
 Template: Document ID: 12736
 Status: Completed Due Date: 06/18/2016

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

Section 1 - FSU Behavioral Expectations
 Rating Scale: 1-Below Satisfactory; 2-Satisfactory; 3-Above Satisfactory

Organizational Commitment
 Description: Demonstrates a productive, ethical work style that is compliant with University and department policies and procedures.
 Manager Rating: 3-Above Satisfactory

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: 3-Above Satisfactory

Step	Action
9.	Review the Performance Evaluation as needed.
10.	Click Return to Performance Document History to return to list of employees <div style="border: 1px solid black; padding: 2px; display: inline-block;">Return to Performance Documents History</div>