

## Viewing Historical Documents

### Overview:


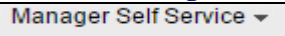

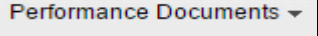
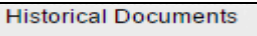
#### Understanding a Supervisor's View of Historical Documents

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 <b>Human Resources</b> link. 
2.	Click the <b>Main Menu</b> link.
3.	Click the <b>Manager Self Service</b> link. 
4.	Click the <b>Performance Management</b> link. 
5.	Click the <b>Performance Documents</b> link. 
6.	Click the <b>Historical Documents</b> link. 
7.	Click the <b>Employee Name or Filter Criteria</b> 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 <b>Return to Performance Document History</b> to return to list of employees <a href="#">Return to Performance Documents History</a>