

## Completing the Performance Evaluation

### Overview: Understanding the Performance Evaluation Process

The performance evaluation process begins with completing the performance evaluation document by rating the employee in all applicable sections. After the document has been completed, the rater must save the document and plan a performance review discussion with the employee. If the supervisor wants to make the document available to the employee to review prior to the review discussion, then mark the document Available for EE Review. Otherwise, the document should remain In Progress until after the review discussion is held.

After the review discussion is held with the employee, the supervisor must select the Available for EE Review button (if this step has not already been completed) and then select Mark Review Held to indicate that the evaluation has been discussed with the employee in person. After the Review Held button has been selected by the supervisor, an automated email notification will be sent to the employee instructing them to review the performance evaluation, make any necessary comments and acknowledge the performance evaluation online via Self Service.

Once the employee has acknowledged the performance evaluation document and added any necessary comments, the supervisor must finalize the evaluation by navigating to the employee's performance document and marking it as Complete.

*Please Note: The performance evaluation document will not be considered complete until it has been discussed with the employee, acknowledged by the employee and finalized by the rater. To review completed performance evaluations, see the "View Historical Documents" tutorial.*

### Procedure

#### Scenario:

In this topic, you will learn the steps to complete an employee's performance evaluation.



Step	Action
1.	Click the <b>Human Resources 9.1</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. <a href="#">Performance Management</a>
5.	Click the <b>Performance Documents</b> link. <a href="#">Performance Documents</a>
6.	Click the <b>Current Documents</b> link. <a href="#">Current Documents</a>

Step	Action
7.	Click the <b>AP Performance Review</b> link. <a href="#">AP Performance Review</a>

OMNI Human Resources					
					Home
Favorites > Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents					
Current Performance Documents					
Listed below are the current performance documents for which you are the Manager.					
Performance Documents					
Employee	Document Type	Begin Date	End Date	Job Title	Status
Ryan Renegade	<a href="#">AP Performance Review</a>	08/08/2012	08/07/2013	HR Specialist	In Progress
Suzie Seminole	<a href="#">AP Performance Review</a>	08/08/2012	08/07/2013	Senior HR Specialist	In Progress

Step	Action
8.	Click the <b>Start</b> link. <a href="#">Start</a>

Current Performance Documents

Document Details

A&P Performance Review: 08/08/2012 - 08/07/2013

Performance Document Details

Employee: Suzie Seminole

Job Title: Senior HR Specialist

Document Type: A&P Performance Review

Period: 08/08/2012 - 08/07/2013


Template: A&P Performance Review

Document ID: 5938

Manager:

Status: In Progress

Document Progress

Step	Status	Due Date	Action	Next Action
Complete Manager Evaluation	 Not Started	09/20/2013		<a href="#">Start</a>

Return to Select Documents

Step	Action
9.	Expand all the sections by clicking the <b>Expand</b> All link. <a href="#">Expand All</a>

OMNI Human Resources
Home

Favorites
Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Document

### Performance Document - A&P Performance Review

## Manager Evaluation

Suzie Seminole

---

A&P Performance Review: 08/08/2012 - 08/07/2013

**Author:** Chief Osceola

**Status:** In Progress

**Approval:** Not Required

**Role:** Manager

**Due Date:** 09/20/2013

Enter ratings and comments for each section in this evaluation, if applicable. Save entries made on the evaluation by selecting the Save button.  
Do not mark as "Available for Review" until you have reviewed the evaluation with your employee.  
All comments entered in this document will become a part of the official record and will be available for manager/employee viewing.

Save
Avail. for EE Review

[Return to Document Detail](#)

[Expand All](#)
[Collapse All](#)
[Expand Sections](#)

#### 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.

Rating:

Created By: Template      07/24/2013 11:22AM

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.

Rating:

Created By: Template      07/24/2013 11:22AM

Step	Action
10.	Click the <b>Rating Description</b> icon to view a description of applicable ratings for the <b>FSU Behavioral Expectations</b> Section. 
11.	Rate employee appropriately. 
12.	Click the <b>Select Proficiency</b> button. 

**OMNI Human Resources**

Home | Wor

Favorites | Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

**Organizational Commitment**

Rating	Description
<input type="radio"/> 1-Below Satisfactory	Employee does not demonstrate behavioral expectation.
<input type="radio"/> 2-Satisfactory	Employee demonstrates behavioral expectation.
<input type="radio"/> 3-Above Satisfactory	Employee demonstrates and exemplifies this expectation and serves as an example for others.

Select Proficiency

[Return to previous page](#)

Step	Action
13.	<p>Continue to rate the employee appropriately in all areas under <b>FSU Behavioral Expectations</b> and add comments at the end of the Section.</p> <p><i>Note: You can also select ratings by clicking the drop down rating box and selecting the appropriate rating.</i></p>

**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.

Rating:

Created By: Template 07/24/2013 11:22AM

**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.

Rating:

Created By: 2013 11:22AM

**Diversity Commitment**


Description: Seeks to recognize, understand, and respond effectively to similarities and differences in people and uses this understanding to improve working relationships, productivity, and stakeholder/customer satisfaction.

Rating:



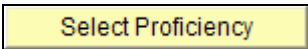
Step	Action
14.	<p><b>Section 2: Responsibilities</b> on the Position Profile represent the Essential and Marginal functions on the employee's position description.</p> <p>The <b>Responsibilities</b> section of performance evaluations are populated from corresponding data in the Position Profile. The description field will only display the first 254 characters of the Responsibility Description.</p> <p>If you find discrepancies in these sections, you may need to update your employee's position description.</p>

## Training Guide

### OMNI ePerformance Training

Step	Action
15.	<p>Continue to select appropriate ratings for the <b>Responsibilities</b> section.</p> <p>Click the <b>Rating</b> list.</p> 
16.	<p>Add Comments at the end of the <b>Responsibilities</b> section. Comments are recommended, especially if an employee receives a rating of <b>Below Satisfactory</b> within a section.</p>

Step	Action
17.	<p><b>Section 3: Competencies</b> on the Position Profile represent the Knowledge Skills and Abilities section of the Position Description.</p> <p>Remember the Competencies section of the performance evaluation is populated from corresponding data in the Position Profile. The description field will only display the first 254 characters of a Competency Description.</p> <p>If you find discrepancies in these sections, you may need to update your employee's position description.</p>

Step	Action
18.	<p>Click the <b>Rating Description</b> icon to view a description of applicable ratings for the <b>Competencies</b> Section.</p> 
19.	<p>Rate the employee appropriately.</p> <p>The example below shows the employee's rating for Competency 1 as <b>Proficient</b>.</p> <p>Click the <b>2-Proficient</b> option.</p> 
20.	<p>Click the <b>Select Proficiency</b> button.</p> 

**Competency 1: Effective Communication**

Rating	Description
<input type="radio"/> 0-None	
<input type="radio"/> 1-Basic	Skill, ability, or applicable knowledge typically needed to be performed at fundamental and entry level for the competency.
<input type="radio"/> 2-Proficient	Skill, ability, or applicable knowledge typically needed to perform at a fully functional and experienced level for the competency.
<input type="radio"/> 3-Advanced	Skill, ability, or applicable knowledge typically needed to perform beyond a functional and experienced level; approaching or at expert level for the competency.
<input type="radio"/> 4-Not Applicable	

[Return to previous page](#)

Step	Action
21.	Continue to select appropriate ratings for the <b>Competencies</b> section and add comments under “Competencies Summary”.

**OMNI Human Resources**

Home

Favorites | Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Document

---

Created By: Profile 07/24/2013 11:22AM

**Competency 8: Computer Application Knowledge**

Description: Knowledge of applicable computer applications and basic computer functions.

• **Target Rating:** 2-Proficient

Rating: 2-Proficient

Created By: Profile 07/24/2013 11:22AM

**Competency 9: Human Resource Administration**

Description: Knowledge of principles, practices, and standards of human resource administration in Employee & Labor Relations, including the University employee performance evaluation process.

• **Target Rating:** 2-Proficient

Rating: 2-Proficient

Created By: Profile 07/24/2013 11:22AM



**Competencies Summary**

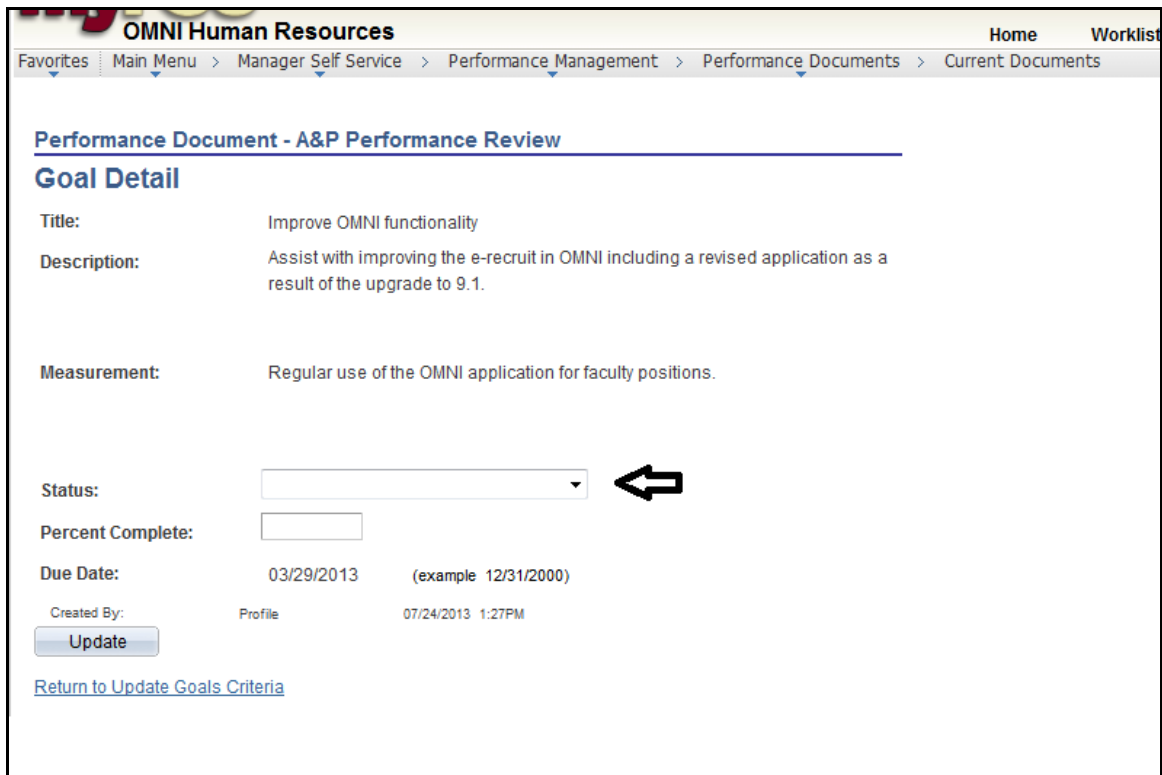
Comments: This employee has met or exceeded the target rating in all her Competencies.

Step	Action
22.	<b>Section 4:</b> The <b>Employee Goals</b> section is pre-populated from Business Objectives and Career Goals identified for the employee in the Team Profile section of Manager Self-Service. For more information, review the "Adding/Updating Business and Career Goals and Objectives" Training Guide.

## Training Guide

### OMNI ePerformance Training

Step	Action
23.	<p>If Business Objectives and Career Goals were set up prior to the loading of the performance evaluation, please evaluate as follows:</p> <p>When evaluating an employee under the Employee Goals section, the evaluator must indicate <b>Status</b> and <b>Percent Complete</b> prior to selecting a rating.</p> <p>Click the <b>Edit Details</b> button.</p> 
24.	<p>Click the <b>Status</b> list.</p> 



**OMNI Human Resources** Home Worklist

Favorites Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents


**Performance Document - A&P Performance Review**

**Goal Detail**

Title: Improve OMNI functionality

Description: Assist with improving the e-recruit in OMNI including a revised application as a result of the upgrade to 9.1.

Measurement: Regular use of the OMNI application for faculty positions.

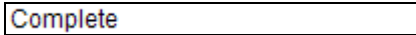
Status:  

Percent Complete:

Due Date: 03/29/2013 (example 12/31/2000)

Created By: Profile 07/24/2013 1:27PM

[Return to Update Goals Criteria](#)

Step	Action
25.	<p>Select the appropriate <b>Status</b>.</p> <p>For the purpose of this example, rate the <b>Status</b> of Business Objective 1 as <b>Complete</b>.</p> <p>Click the <b>Complete</b> list item.</p> 



**OMNI Human Resources** Home Wc

Favorites Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

**Performance Document - A&P Performance Review**

**Goal Detail**

Title: Improve OMNI functionality

Description: Assist with improving the e-recruit in OMNI including a revised application as a result of the upgrade to 9.1.

Measurement: Regular use of the OMNI application for faculty positions.

Status:

Percent Complete: Complete  
In Progress  
Not Applicable

Due Date:

Created By: Profile 07/24/2013 1:27PM

[Return to Update Goals Criteria](#)

Step	Action
26.	Enter the appropriate <b>Percent Complete</b> .
27.	Click the <b>Update</b> button. <input type="button" value="Update"/>

# Training Guide

## *OMNI ePerformance Training*

OMNI Human Resources

HomeWork

Favorites

Main Menu >

Manager Self Service >

Performance Management >

Performance Documents >

Current Documents

Performance Document - A&P Performance Review

Goal Detail

Title:

Improve OMNI functionality

Description:

Assist with improving the e-recruit in OMNI including a revised application as a result of the upgrade to 9.1.

Measurement:


Regular use of the OMNI application for faculty positions.

Status:

Complete

Percent Complete:

100



Due Date:

03/29/2013

(example 12/31/2000)



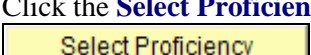
Created By:

Profile

07/24/2013 1:27PM

Update

[Return to Update Goals Criteria](#)

Step	Action
28.	Click the <b>Rating Description</b> icon to view a description of applicable ratings for the <b>Employee Goals</b> Section. 
29.	Rate the employee's Business Objective appropriately. 
30.	Click the <b>Select Proficiency</b> button. 

**OMNI Human Resources** Home Worklist

Favorites Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

**Goal 1: Improve OMNI functionality**

Proficiencies	
Rating	Description
<input type="radio"/> 0-Below Satisfactory	Employee performance level fails to meet adequate expectations and requirements for the position. Sustained improvement needed.
<input type="radio"/> 1-Satisfactory	Employee performance level meets adequate expectations and requirements for the position but not approaching higher levels of the performance. Working towards an above satisfactory rating.
<input type="radio"/> 2-Above Satisfactory	Employee performance level is higher than adequate expectations and requirements for the position and approaching the highest levels of performance. Working towards an exemplary rating.
<input type="radio"/> 3-Exemplary	Employee performance level exceeds expectations, surpasses requirements, and is at the highest level of performance. Work serves as an example for others.
<input type="radio"/> 4-Not Applicable	Goals have been changed, modified, or complete.

Select Proficiency

[Return to previous page](#)

Step	Action
31.	Continue to complete the ratings for all remaining Business Objectives and Career Goals, selecting an appropriate <b>Status</b> , <b>Percent Complete</b> , and entering <b>Comments</b> for each.

# Training Guide

## OMNI ePerformance Training

**OMNI Human Resources**

Home Worklist

Favorites Main Menu Manager Self Service Performance Management Performance Documents Current Documents

Section 4 - Employee Goals - If empl has goals, click pencil icon to edit status & progress before r

Rating Scale: 0-Below Satisfactory; 1-Satisfactory; 2-Above Satisfactory; 3-Exemplary; 4-Not Applicable

Expand Collapse

**Goal 1: Improve OMNI functionality**

Description: Assist with improving the e-recruit in OMNI including a revised application as a result of the upgrade to 9.1.

Measurement: Regular use of the OMNI application for faculty positions.

- Due Date: 03/29/2013
- Status: Complete
- Percent Complete: 100

Rating: 1-Satisfactory

Comments: This goal was met by the due date

Created By: Profile 07/24/2013 1:27PM

**Goal 2: Improve Hiring Process**



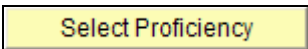
Description: Maximize hiring process and increase the number of applicants by participating in departmental recruiting needs.

Measurement: Participating in recruitment/interviewing processes.

- Due Date: 08/31/2012
- Status:
- Percent Complete: 0

Rating:

Comments:

Step	Action
32.	<b>Section 5:</b> Click the <b>Rating Description</b> icon to view a description of applicable <b>Overall Summary</b> ratings. 
33.	Rate the employee's <b>Overall Summary</b> appropriately. 
34.	Click the <b>Select Proficiency</b> button. 

OMNI Human Resources

Favorites > Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Document

### Section 5 - Overall Summary

Rating	Description
1-Below Satisfactory	Employee performance level fails to meet adequate expectations and requirements for the position. Sustained improvement needed.
2-Satisfactory	Employee performance level meets adequate expectations and requirements for the position but not approaching higher levels of performance. Working towards an above satisfactory rating.
3-Above Satisfactory	Employee performance level is higher than adequate expectations and requirements for the position, and approaching the highest levels of performance. Working towards an exemplary rating.
4-Exemplary	Employee performance level exceeds expectations, surpasses requirements, and is at the highest level of performance. Work serves as an example for others.

Select Proficiency

[Return to previous page](#)

Step	Action
35.	<p>Add Comments at the end of the <b>Overall Summary</b> section. Comments are recommended, especially if an employee receives a rating of <b>Below Satisfactory</b> within a section.</p> <p>For an Overall <b>Below Satisfactory</b> rating, you must contact Employee and Labor Relations in the Office of Human Resources prior to issuing the evaluation.</p> <p>Enter <b>Comments</b> appropriately.</p>

Step	Action
36.	<p>Click the <b>Check Language</b> button to check the performance evaluation document for inappropriate language used to describe the employee's performance in the Comments sections.</p>

Audit History

Created By:	Chief Osceola	07/24/2013 11:22:06AM
Last Modified By:	Chief Osceola	07/24/2013 11:22:06AM

Check Language

Save Avail. for EE Review [Return to Document Detail](#)

## Training Guide

### OMNI ePerformance Training

Step	Action
37.	<p>If the language is used in an appropriate context, select the <b>Ignore</b> button.</p> <p>If inappropriate language is found, review the <b>Language Suggestions</b> table for suggestions.</p> <p>Select the <b>Change</b> button to edit the text.</p>

**OMNI Human Resources** Home

ites Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Document

**Manager Evaluation**

**Check Language**

Word/Phrase found: medical

Found in...  
Description: Responsibility Section

Results: This employee has performed Above Satisfactory in all areas, despite her recent medical leave of absence.

Buttons: Change, Ignore, Ignore All, Close, Apply, Cancel

**Language Suggestions:** Is this word(s) relevant or appropriate to the employee's job performance? Use care when describing age, personal problems, religious or political affiliations, medical conditions or family issues. Please revise your statement if used in this context.

Step	Action
38.	<p>Edit the language or phrase to remove the inappropriate reference.</p> <p>For questions on appropriate language content, please contact Employee and Labor Relations in the Office of Human Resources.</p>
39.	Click the <b>Apply</b> button.

**OMNI Human Resources**

Favorites Main Menu > Manager Self Service > Performance Management > Performance Documents > Cu

**Manager Evaluation**

**Check Language**

Word/Phrase found: medical

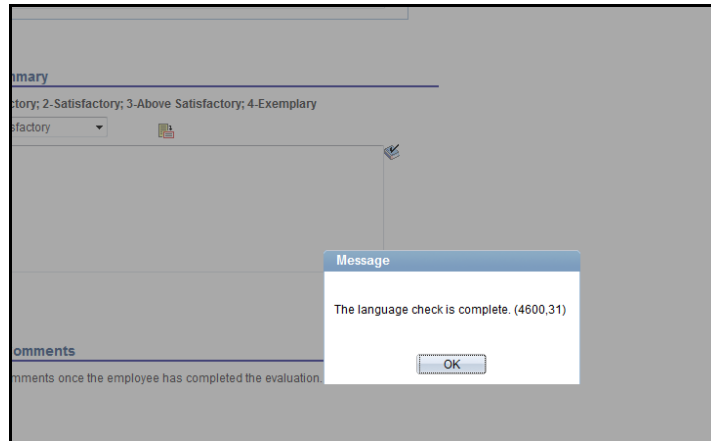
Found in...  
Description: Responsibility Section

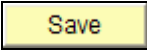
Results: This employee has performed Above Satisfactory in all areas.

Buttons: Change, Ignore, Ignore All, Close, Apply, Cancel

**Language Suggestions:** Is this word(s) relevant or appropriate to the employee's job performance? Use care when describing age, personal problems, religious or political affiliations, medical conditions or family issues. Please revise your statement if used in this context.

Step	Action
40.	Click the <b>Ok</b> button after all language change suggestions have been reviewed and Changed/Ignored.
41.	Review the document to ensure that all language changes processed correctly.



Step	Action
42.	Click the <b>Save</b> button. 
43.	<b>STOP!</b> You have completed the first steps in completing the performance evaluation process.
44.	<b>What's next?</b> <u>Schedule and conduct a performance review discussion with your employee.</u>
45.	<i>Please note: As an option, you can make the document available to the employee to review prior to the review discussion, by marking the document <b>Available for EE Review</b>. Otherwise, the document should remain In Progress until after the review discussion is held.</i>
46.	You may create or print a PDF copy of the evaluation for a higher review if necessary by selecting the printer icon.
47.	Click the <b>Return to Document Detail</b> link. <a href="#">Return to Document Detail</a>
48.	After you have held your performance review discussion meeting with your employee, return to the employee's performance evaluation in OMNI. <b>Navigation to Current Performance Documents:</b> HR 9.1 > Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents
49.	Click the <b>AP Performance Review</b> link. <a href="#">AP Performance Review</a>

## Training Guide

### OMNI ePerformance Training

**OMNI Human Resources** Home Wc

Favorites Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

### Current Performance Documents

Listed below are the current performance documents for which you are the Manager.

Employee	Document Type	Begin Date	End Date	Job Title	Status
Suzie Seminole	<a href="#">AP Performance Review</a>	08/08/2012	08/07/2013	HR Specialist	In Progress
Ryan Renegade	<a href="#">AP Performance Review</a>	08/08/2012	08/07/2013	Senior HR Specialist	In Progress

Step	Action
50.	The Document details screen will show you the status of the document and the Next Action. To make the evaluation document available for the employee to review online via Self-Service, click the <b>Mark Available</b> link.

**OMNI Human Resources**

Favorites Main Menu > Manager Self Service > Performance Management > Performance Documents

### Current Performance Documents

#### Document Details

A&P Performance Review: 08/08/2012 - 08/07/2013

Performance Document Details			
Employee:	Suzie Seminole	Job Title:	Senior HR Specialist
Document Type:	A&P Performance Review	Period:	08/08/2012 - 08/07/2013
Template:	A&P Performance Review	Document ID:	5938
Manager:	Chief Osceola	Status:	In Progress

Document Progress				
Step	Status	Due Date	Action	Next Action
Complete Manager Evaluation	In Progress	09/20/2013	<a href="#">Edit</a>	<a href="#">Mark Available</a>

[Return to Select Documents](#)

Step	Action
51.	Click the <b>Avail. For EE Review</b> button.



**OMNI Human Resources**

[Favorites](#) | [Main Menu](#) > [Manager Self Service](#) > [Performance Management](#) > [Performance Documents](#) > [Current Performance Documents](#)

### Performance Document - A&P Performance Review

## Manager Evaluation

---

A&P Performance Review: 08/08/2012 - 08/07/2013

Author: Chief Osceola      Role: Manager

Status: In Progress      Due Date: 09/20/2013

Approval: Not Required

Enter ratings and comments for each section in this evaluation, if applicable. Save entries made on the evaluation by selecting the Save button.  
Do not mark as "Available for Review" until you have reviewed the evaluation with your employee.  
All comments entered in this document will become a part of the official record and will be available for manager/employee viewing.

Save
Avail. for EE Review
←
Return to Document Detail

[Expand All](#)    [Collapse All](#)    [Expand Sections](#)

#### ▼ Section 1 - FSU Behavioral Expectations

---

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

[Expand](#)    [Collapse](#)

▶ Organizational Commitment

▶ Customer/Stakeholder Focus

Step	Action
52.	Click the <b>Ok</b> button.
53.	You must confirm that the performance evaluation review meeting has been held by completing the Next Action. Click the <b>Mark Review Held</b> link.

**Current Performance Documents**

**Document Details**

A&P Performance Review: 08/08/2012 - 08/07/2013

✓ You have successfully made your evaluation available for the employee's review.

**Performance Document Details**

Employee:	Suzie Seminole	Job Title:	Senior HR Specialist
Document Type:	A&P Performance Review	Period:	08/08/2012 - 08/07/2013
Template:	A&P Performance Review	Document ID:	5938
Manager:	Chief Osceola	Status:	Available for Review

**Document Progress**

Step	Status	Due Date	Action	Next Action
Complete Manager Evaluation	● Available for Review	09/20/2013	<a href="#">View</a>	<a href="#">Mark Review Held</a>

Step	Action
54.	Click the <b>Review Held</b> button.

**OMNI Human Resources**

Favorites | Main Menu > Manager Self Service > Performance Management > Performance Documents >

**Performance Document - A&P Performance Review**

**Manager Evaluation**

Suzie Seminole

A&P Performance Review: 08/08/2012 - 08/07/2013

**Author:** Chief Osceola **Role:** Manager



**Status:** Available for Review **Due Date:** 09/20/2013

**Approval:** Not Required

The status of this evaluation is Available for Review.

At any time you can save any entries you make on the evaluation by selecting the Save button. If you are ready to confirm that the review was held with the employee and allow the employee to view and print the document, click the Review Held button to notify the employee they are able to acknowledge the evaluation.

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

 **Review Held**  [Return to Document Detail](#)

[Expand All](#) [Collapse All](#) [Expand Sections](#)

**Section 1 - FSU Behavioral Expectations**

Step	Action
55.	Click the <b>Ok</b> button.
56.	<p>NOTE: Document Progress will now indicate <b>Review Held</b>.</p> <p><b>STOP!! DO NOT mark the Acknowledge button, unless the employee has refused to acknowledge their evaluation.</b></p> <p><i>An automated email notification will now be sent to the employee instructing them to review the performance evaluation, make any necessary comments, and acknowledge the performance evaluation online via Self-Service.</i></p> <p><i>For instructions on how to complete the Employee Actions, see training guide, "Employee Actions: Acknowledging the Performance Evaluation"</i></p>

Step	Action
57.	<p>You will receive a system generated email once the employee has acknowledged the A&amp;P Performance Review form. A web link will be provided in the text. Click on the link and it will take you directly to the performance review document (<b>IF</b> you are not currently logged in to OMNI you will be prompted to log in).</p> <p><b>Navigation to Current Performance Documents:</b> HR 9.1 &gt; Main Menu &gt; Manager Self Service &gt; Performance Management &gt; Performance Documents &gt; Current Documents</p>
58.	<p>Click the <b>AP Performance Review</b> link.</p> <p><a href="#">AP Performance Review</a></p>

OMNI Human Resources					
Home Wor					
Favorites Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents					
Current Performance Documents					
Listed below are the current performance documents for which you are the Manager.					
Performance Documents					
Employee	Document Type	Begin Date	End Date	Job Title	Status
Ryan Renegade	<a href="#">AP Performance Review</a>	08/08/2012	08/07/2013	HR Specialist	In Progress
Suzie Seminole	<a href="#">AP Performance Review</a>	08/08/2012	08/07/2013	Senior HR Specialist	Acknowledged

Step	Action
59.	<p>The final step in the performance evaluation process is to finalize the document. Click the <b>Complete</b> link.</p>

Current Performance Documents					
Document Details					
Suzie Seminole					
A&P Performance Review: 08/08/2012 - 08/07/2013					
Performance Document Details					
Employee:	Suzie Seminole	Job Title:	Senior HR Specialist		
Document Type:	A&P Performance Review	Period:	08/08/2012 - 08/07/2013		
Template:	A&P Performance Review	Document ID:	5938		
Manager:	Chief Osceola	Status:	Acknowledged		
Document Progress					
Step	Status	Due Date	Action	Next Action	
Complete Manager Evaluation	Acknowledged	09/20/2013	<a href="#">View</a>	<a href="#">Complete</a>	

[Return to Select Documents](#)

Step	Action
60.	Click the <b>Complete</b> button.

A&P Performance Review: 08/08/2012 - 08/07/2013

Author:	Chief Osceola	Role:	Manager
Status:	Acknowledged	Due Date:	09/20/2013
Approval:	Not Required		

The status of this evaluation is Acknowledged.

If you are ready to finalize this document, click the Complete button.

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

   [Return to Document Detail](#)

The current performance evaluation process is now complete. The document is now viewable as a historical document to both the Employee and Supervisor. **Navigation to Performance Historical Documents:** HR 9.1 > Main Menu > Self Service **or** Manager Self Service > Performance Management > Performance Documents > Historical Documents

### **The REOPEN Button**

If you select to **REOPEN** the evaluation after the document was marked as **Review Held**, the document will be returned to “In Progress” status and the supervisor will need to repeat the approval process beginning with Step 1 above. This option may be used if changes must be made to the performance evaluation document after the supervisor marked the document as **Review Held**. The document may not be reopened after the document has been marked **COMPLETE** by the supervisor.

*For more information on the ePerformance process, contact Employee and Labor Relations in the Office of Human Resources.*