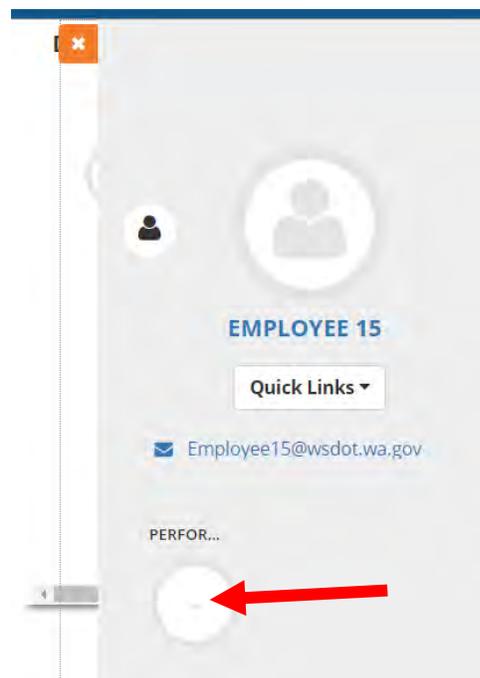


Click on the Name of the employee: Under Direct Reports



A pop out window will appear > click on the performance circle:



Another pop out window appears > click on workflow history:

PERFORMANCE HISTORY

2017 WSDOT EMPLOYEE PERFORMANCE EVALUATION PROCESS

Due Date: 07/13/2018 **Manager Name:** Supervisor 15
Status: Started **Owner:** Employee 15

WORKFLOW HISTORY

[+ View More](#)

The next window select View Form:

2017 WSDOT EMPLOYEE PERFORMANCE EVALUATION PROCESS
EMPLOYEE 15

Delete Process ✕ Close Out Process **View Form** ↻ Return

DETAILS

Steps

Activity Name	Assigned To	EMail	Status	Due Date	Action
Define the competencies for Employee 15	Supervisor 15	Supervisor15@wsdot.wa.gov	Complete	08/12/2017	<input type="button" value="v"/>
Acknowledge your competencies, Employee 15	Employee 15	Employee15@wsdot.wa.gov	Complete	08/17/2017	<input type="button" value="v"/>
Monitor the performance of Employee 15	Supervisor 15	Supervisor15@wsdot.wa.gov	Complete	05/09/2018	<input type="button" value="v"/>

A whole new window opens > scroll down until you can see print or export to PDF:

2017 WSDOT Employee Performance Evaluation Process - Google Chrome

Secure | <https://stateofwashington.sumtotal.host/scripts/lightyearisapi.dll?performanceviewdoc&sdataevntid=6VPAFIHQQ>

Reviewer Verifies Process and ...

Evaluator Completes and Signs...

HR Reviews and Signs Evalua...

HR Reviews and Signs Evaluation

The HR Coordinator reviews the evaluation form for completeness, adequate and worrisome or problematic content and signs the evaluation.

Evaluation Type

Annual

What is the organization's mission and how do the duties and responsibilities of this position link or contribute to the achievement of the mission goals, and objectives of the organization? Provide brief summary.

Print Export To PDF Return

GENERAL INFORMATION

When done printing or exporting > click to close window

2017 WSDOT Employee Performance Evaluation Process - Google Chrome

Secure | <https://stateofwashington.sumtotal.host/scripts/lightyearisapi.dll?performanceviewdoc&sdataevntid=6VPAFIHQQ>

2017 WSDOT EMPLOYEE PERFORMANCE EVALUATION PROCESS FOR EMPLOYEE 15

Manager: Supervisor 15

OVERVIEW SECTION