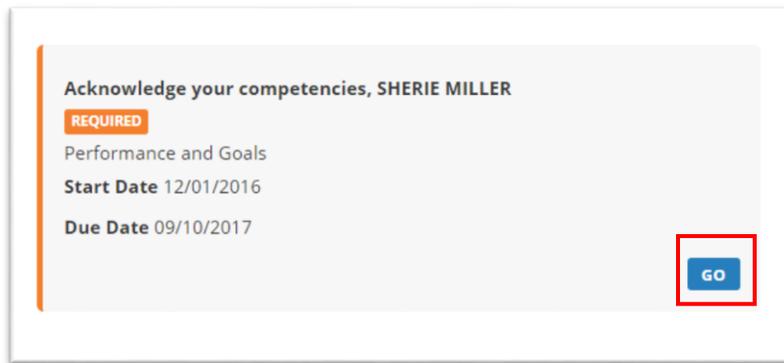


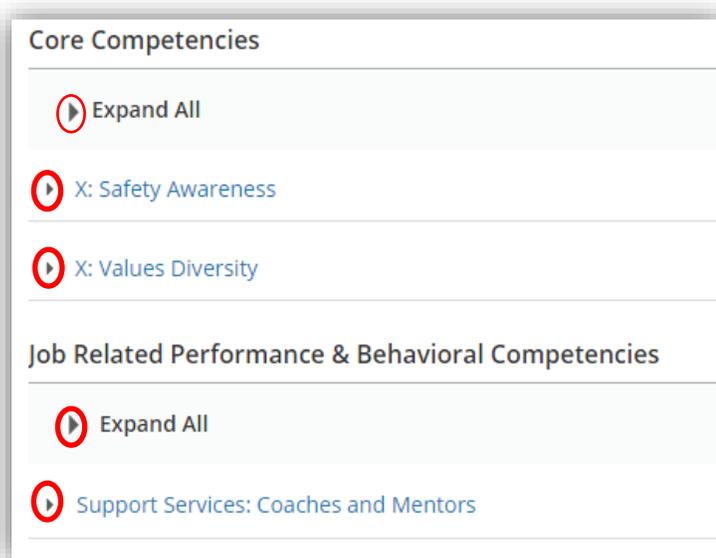
Employee Instructions

Beginning of Evaluation Period

1. Launch the PMP from the Training and Development Site in Google Chrome. On your home page, the evaluation will be listed that is ready for you to Review. Click on **Go** button.



2. Review all sections of the Performance Evaluation, to ensure understanding of the process and expectations for evaluation period. In each area, you may need to click on icons in left margin to expand selections to read entire content. (Example below)



3. In the APPROVAL section, the Employee needs to **Sign**, acknowledging receipt of the competencies that they will be evaluated on this rating period. Click on the **Sign** button to electronically sign and date.

▼ **APPROVAL**

I understand my signature does not constitute agreement with the evaluator and reviewer. I further understand my signature does not constitute agreement with the rating officials and CPD review date, and the duty completed report and I am aware of the appeals process.

Employee Acknowledges Competencies

Employee *

Sign Date

4. Select **Submit** to send form, and **Yes** to confirm

Confirm

Are you sure you want to submit?