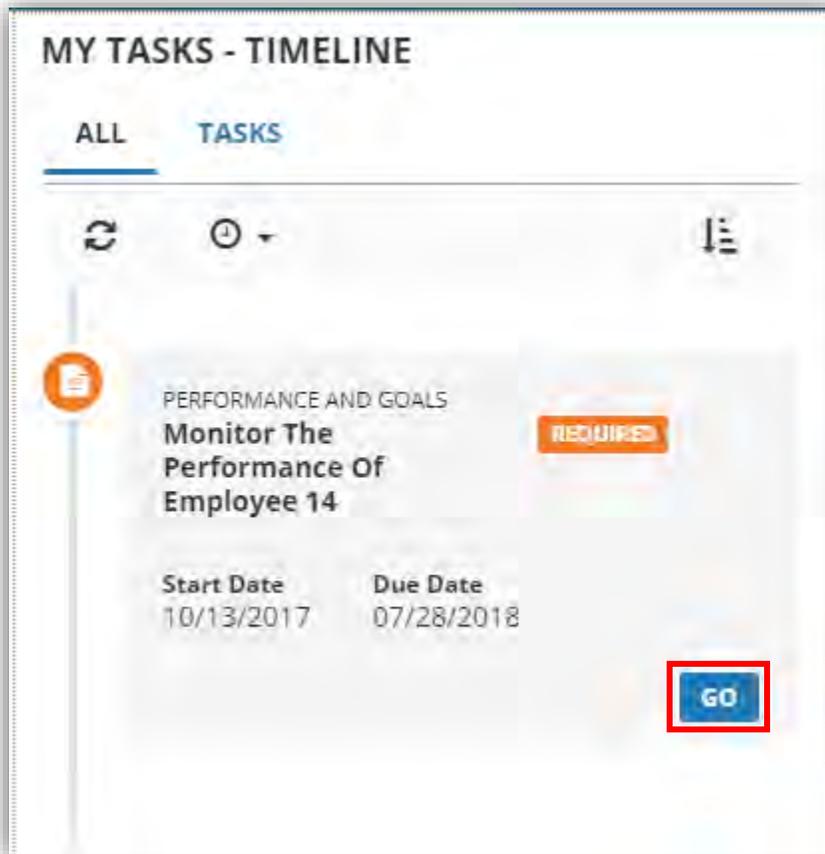


Monitoring Performance

Evaluator monitors employee performance:

You may use the system as a documentation tool by clicking **Go**.



Once in the evaluation, you may make notes in the evaluator comments boxes. To make notes, choose which competency to make notes on and click on the title to expand.

Core Competencies

- ▶ Expand All
- ▶ Safety Awareness
- ▶ Values Diversity

Job Related Performance & Behavioral Competencies

- ▶ Expand All
- ▶ X: Appropriate Use of Humor
- ▶ X: Builds Trust

Evaluator Comments

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Also in this step, you have the ability to add attachments. At the very bottom of the form, you will find the attachments section. To add an attachment, click on Choose File.

▼ ATTACHMENT(S)

The attachment feature is used for attaching small (1MB) items like emails, word doc's or text files about an employee's performance.

Filename	Actions
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="ADD"/>

Locate the file you are wanting to attached and click, **Open**.

File name:

Then click, **Add**.

Filename	Actions
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="ADD"/>

This is the step in the system where the evaluation is intended to stay for the longest duration of the review period. Once the step is due, the system will send you an email notification. You will then click on **Submit**, to move the evaluation to the next step in the process.