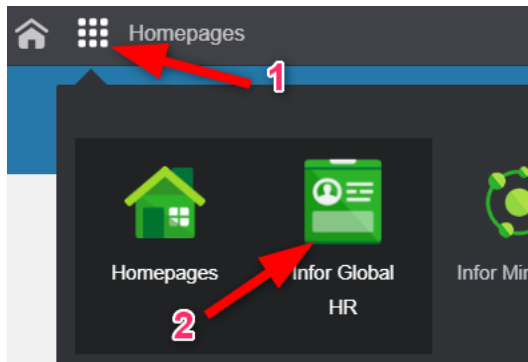


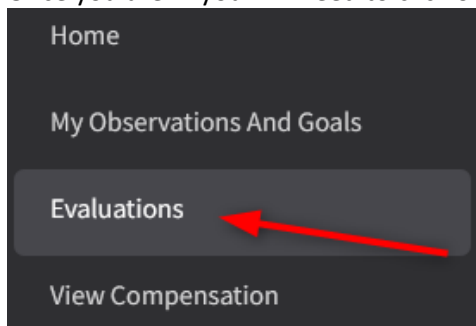
## Acknowledge Evaluations in GHR

Once you have logged into your Global HR Account, you'll need to access your Global HR Homepage. To do that:

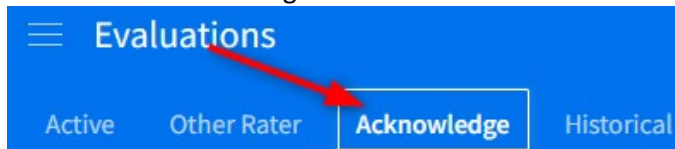


- 1) Click the grid in the upper left corner.
- 2) Click on the Infor Global HR icon.

Once you are in you will need to click on Evaluations on the left menu.



Click on the Acknowledge tab.



To view your Evaluation select the Evaluation and click View Evaluation at the top.

Acknowledge

<input checked="" type="checkbox"/>	Evaluation
<input checked="" type="checkbox"/>	

 View Evaluation

A pdf of the Evaluation will pop up in another tab of your browser (you may have to allow the pop ups). You can view, print, or save the pdf. Once you have reviewed the Evaluation, you need to Acknowledge the Evaluation. When you Acknowledge the Evaluation you will have the opportunity to enter comments as well as attach documentation if desired. To Acknowledge your Evaluation, go back to the GHR tab in your browser, select the Evaluation, and click Acknowledge at the top.

Acknowledge

<input checked="" type="checkbox"/>	Evaluation
<input checked="" type="checkbox"/>	

 Acknowledge

You can type any comments you would like and attach a document if needed and click Submit.

## RCPS Employee Acknowledge implicit action form

Prm Acknowledgment Comments

Normal Text ▼ | **B** | *i* | U | ~~S~~ | A ▼ | ≡ | ≡ | ≡ | “ ” | ≡ | ≡ | ↻ | 📄 | 🔍 | HTML

Attachments

File

📎

Cancel

Submit

Once Acknowledged, you can find the Evaluation on the Historical tab.