

TALENT PERFORM INTRO

HOW TO COMPLETE TASKS: EMPLOYEE

To complete tasks for your evaluation, follow these steps.

1. Select **My Folder > Tasks** from the main navigation.
2. Click **Go To Form** for the desired task.
3. Complete the form as appropriate.
4. Click **Save & Submit** to save the form, lock it from further edits, and begin the workflow defined for the form.

MANAGE YOUR EVIDENCE

View and add evidence via your folder.

1. Select **My Folder > Evidence** from the main navigation.
2. View all artifacts and shared notes collected throughout the process.
3. Click **Add Artifact** to upload a file or enter a URL, then click **Save Artifact**.

PROVIDE SIGNATURES

To review and electronically sign forms for your evaluation process, follow these steps.

1. Select **Signatures** from the main navigation.
2. Click **View and Sign** for the desired form. (This action changes depending on whether you are signing, approving, or reviewing a form.)
3. View the completed form, then complete the assigned step.

COMPLETE FORMS: EVALUATOR

To complete a form for a staff member, follow these steps.

1. Select **My Staff > Staff** from the main menu.
2. Click **View** for the desired staff member.
3. Click **Go To Form** for the desired form.
4. Complete the form as appropriate.
5. Click **Save & Submit** to save the form, lock it from further edits, and begin the workflow defined for the form.



VIEW EVIDENCE

Evidence for a staff member is available when viewing their folder.

1. Select **My Staff > Staff** from the main menu.
2. Click **Folder** for the desired staff member.
3. Click the **Evidence** tab.
4. View all **Artifacts** and **Shared Notes** collected throughout the process.

PROVIDE SIGNATURES AND APPROVALS

To review and electronically sign or approve forms as a Supervisor or assigned Evaluator, follow these steps.

1. Select **Signatures** from the main menu.
2. Click **View and Sign** for the desired form.

Note: The button name changes depending on whether you are signing, approving, or reviewing a form.

3. View the completed form, then scroll to the bottom to complete the assigned step.