Classified Employee Training

New Evaluation System - Perform



Agenda

1. Basic Navigation
2. How to view evaluation assignments and interact with the forms
3. How to sign a completed evaluation
4. Viewing/Printing completed forms
5. Questions

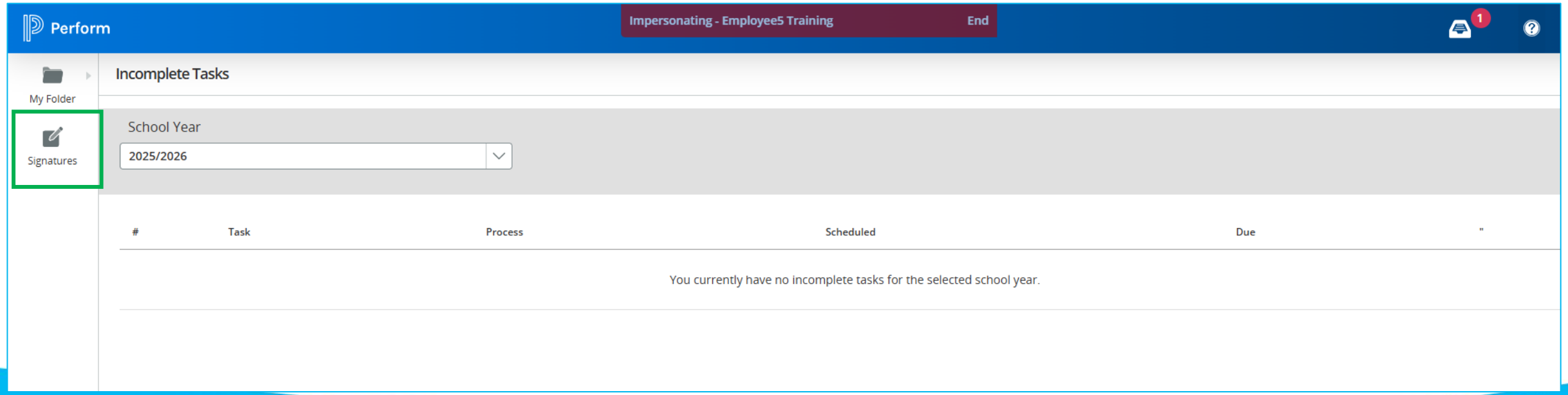
Basic Navigation

My Folder

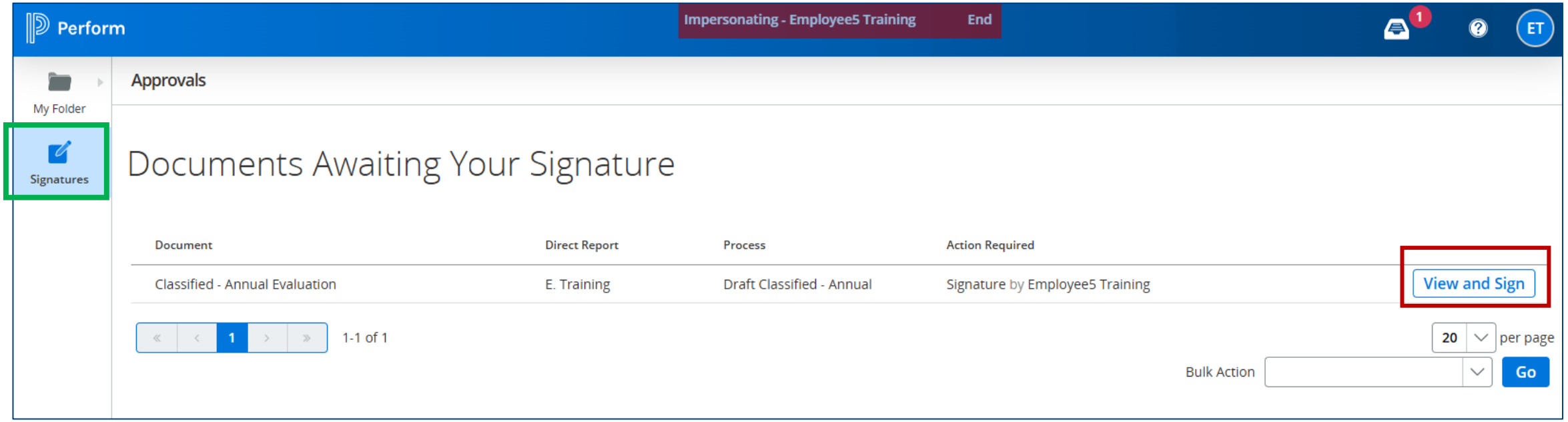
- ✓ Default home page, shows any open tasks for your user
- ✓ Go to History to Print completed evaluation forms

Signatures

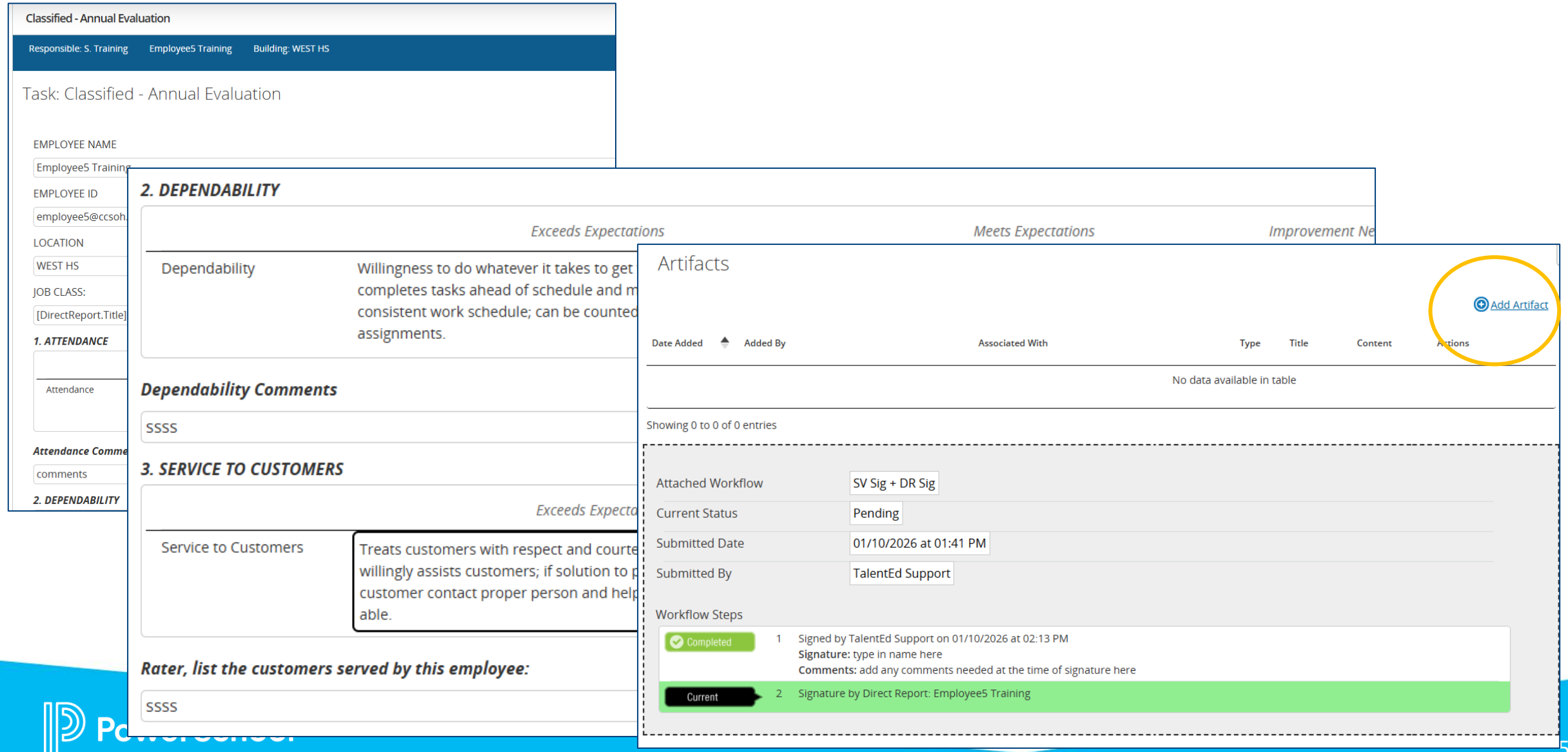
- ✓ Your needed signatures



Signing The Evaluation

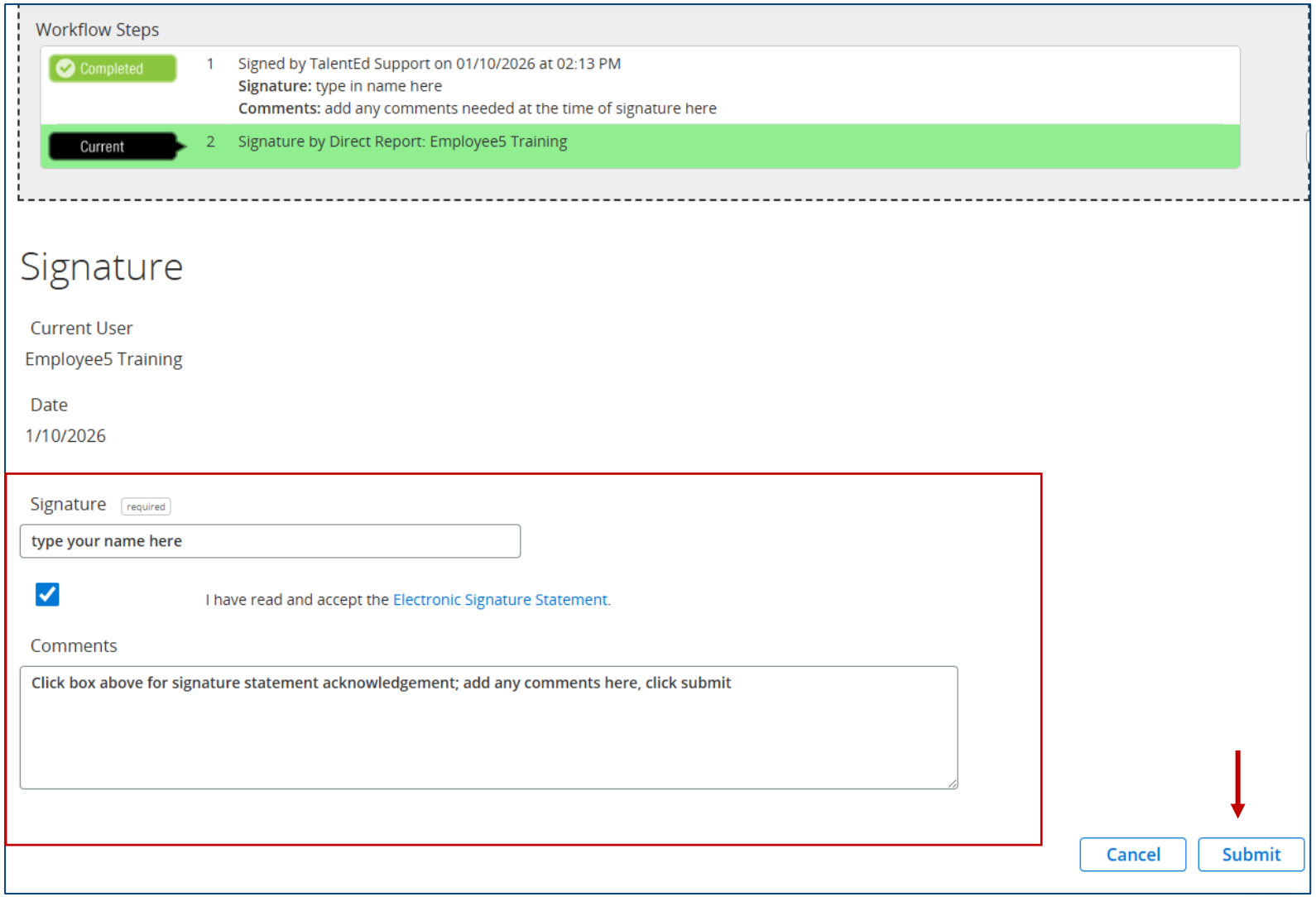


Reviewing Completed Form for Signature



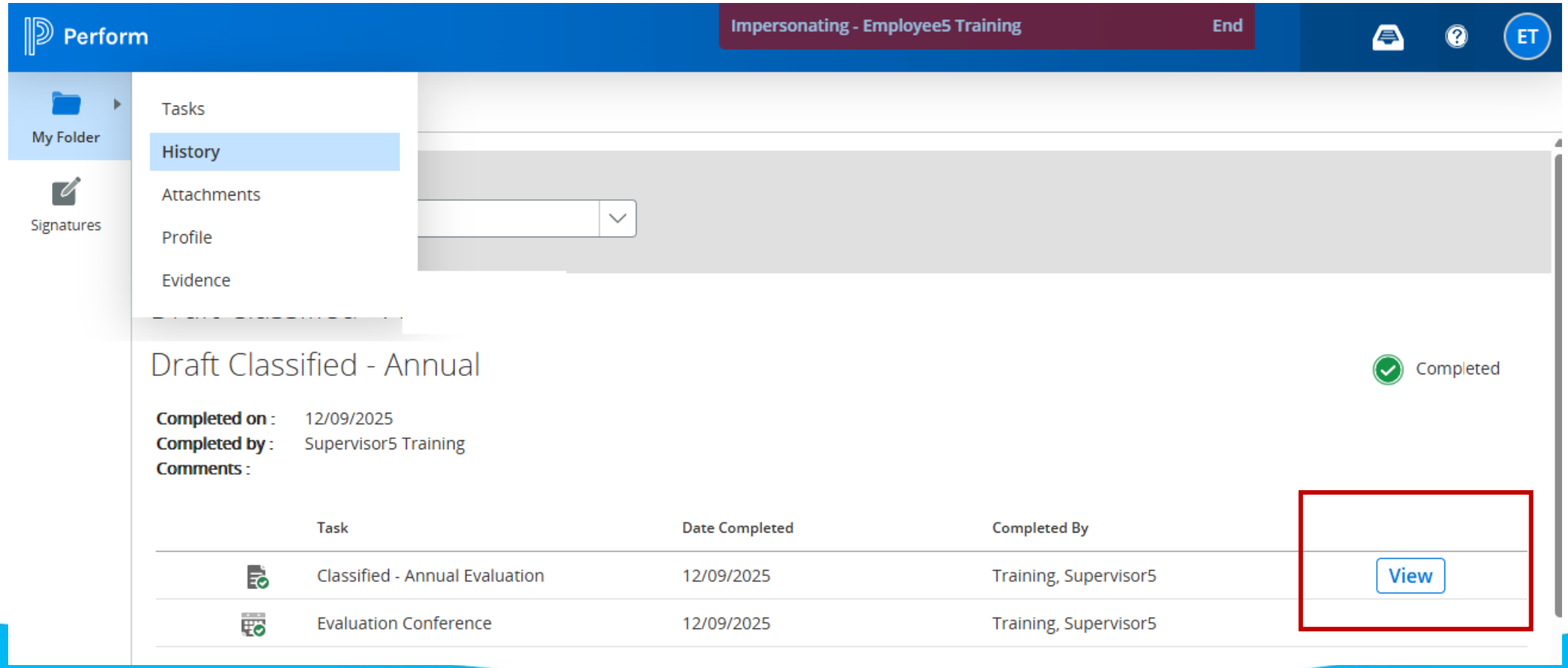
Digital Signature

- ✓ See workflow history
- ✓ Type name in signature box
- ✓ Acknowledge signature statement
- ✓ Add any comments
- ✓ Click Submit



Viewing and Printing a Completed Form

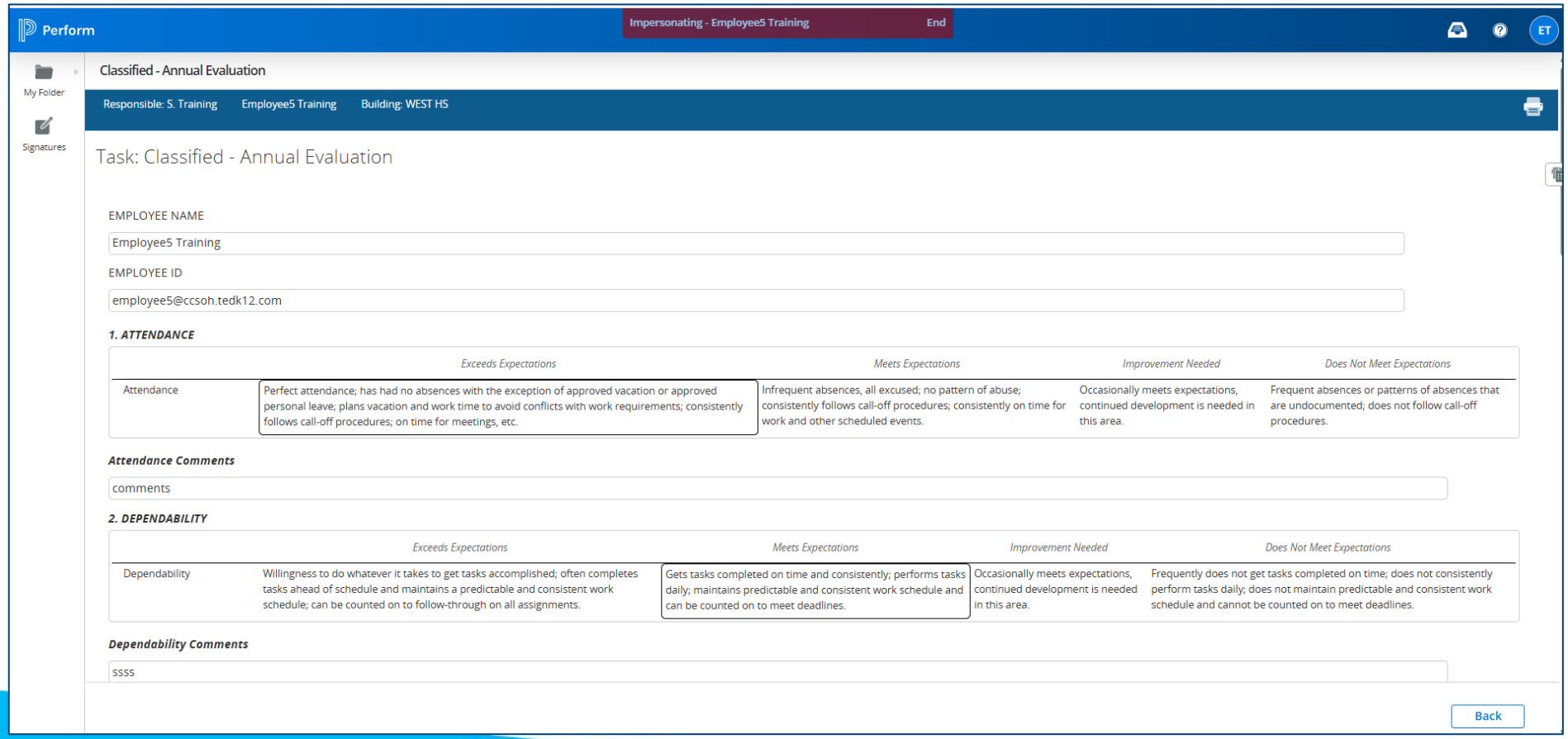
My Folder, History, find the form, click VIEW View



Viewing and Printing a Completed Form

After opening the evaluation, click the printer icon in upper right corner





Adding Evidence

Navigate to My Folder, Evidence, click ADD ARTIFACT in lower left side. Add Artifact

1. Follow prompts, SAVE ARTIFACT

