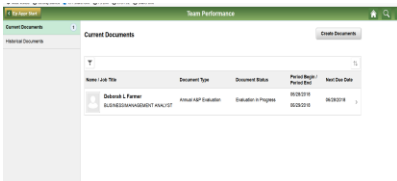
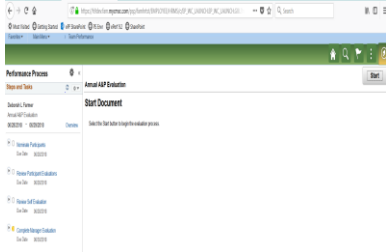
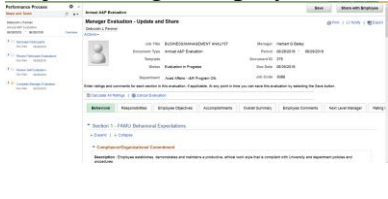
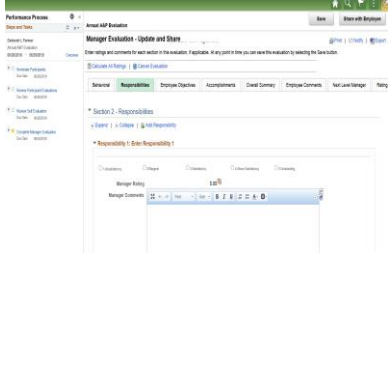


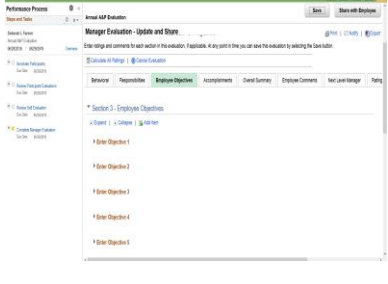

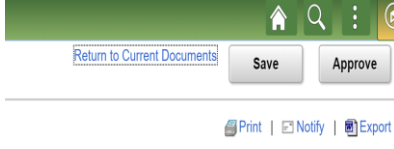


<b>Process</b>	<b>Initiating the Evaluation Form (Manager)</b>	<b>Module: ePerformance</b> <b>Business Process: 2.00</b> <b>Date Created: 05/13/2018</b> <b>Date Revised: 05/15/2020</b>
<b>Purpose</b>	Initiating the Evaluation Form	
<b>Navigation</b>	Manager Self Service > Performance Management > Performance Documents > Current Documents	
<b>Prerequisites</b>	The template must be generated by the Administrator	
<b>Helpful Hints</b>	Administrators can View Document Creation Results for Managers to ensure that the evaluation generated properly. Viewing creation results also provides detail of any errors that occurred. The evaluation will generate to the Manager first.	


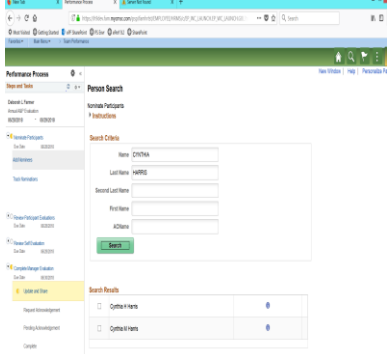
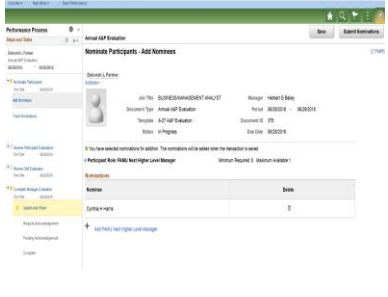
STEP	DESCRIPTION	RESULTS	COMMENTS
1.	<p>Log in to iRattler            Navigate to Manager Self Service            &gt; Performance Management &gt;            Performance Documents &gt;            Current Documents</p> <p><b>Option 2:</b></p> <ol style="list-style-type: none"> <li>1. Log in to iRattler, Click on the Manager Self Service Tile.</li> <li>2. <b>Click on Team Performance Tile</b></li> <li>3. Click on Current Documents</li> <li>4. Click on Evaluation for the Employee</li> </ol>	<p>Evaluation Page Displays with Side Menu and Start Button</p> 	

STEP	DESCRIPTION	RESULTS	COMMENTS
2.	Click on the Employee name to begin the evaluation	<p>Evaluation Displays Evaluation Displays</p> 	
3.	Click on Expand link under the FAMU Behavior Expectations Tab, Review Objectives that are set by the University.	<p>FAMU Behavioral Expectations Section with Objectives get displayed.</p> 	
4.	<p>Click on Responsibilities Tab, Click Add Responsibilities. Click Add your own responsibility. Give Title and Description from the position description and Click Add. Click Save. (The number of responsibilities to be added depends on the Position Description &amp; Manager). Adding Responsibilities mandatory.</p>	<p>Able to Enter the responsibilities &amp; save.</p> 	
5.	<p>Click on Employee Goals Tab, Click Add. Choose Add your Own Item. Enter Details (Title &amp; Description are required). Click Add. Click Save. (Adding Goal is optional. Adding other details such as Measurement, Status, Due date, are also optional).</p>	<p>Able to Enter Objectives and Comment</p>	

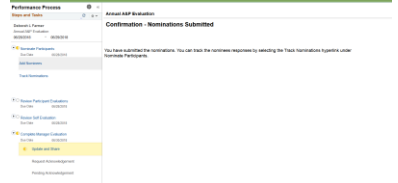
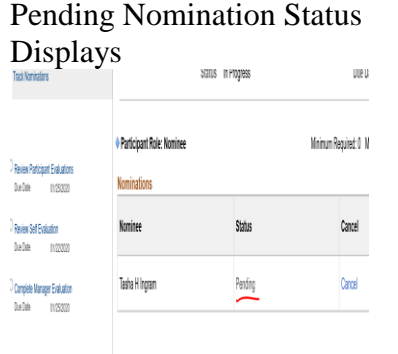


STEP	DESCRIPTION	RESULTS	COMMENTS
			
6.	<p>Click on Accomplishments Tab, Click Add Item, Click Add your own Item. Give Details and Click Add. Click Save. (Adding accomplishment is optional).</p>	<p>Comment on Accomplishments</p> 	
7.	<p>Click on Notify (Top right, Below Save) Enter the email address and click send OR The Manager can send an email or may meet the employee. (Manager must notify the employee so that the Employee reviews the Define Criteria)</p>		
8.	<p>Manager must wait until the employee reviews the evaluation or 5 working days after notifying the employee.</p>		
9.	<p>Manager <u>Opens</u> and Navigate to Current evaluation then click Approve, to approve the Define Criteria. (This allows the employee to begin the Self-Evaluation).</p>	<p>Approve Confirmation Page Appears. Click Confirm.</p>	
10.	<p>On the Left Side of the page, Click on Nominate Participant Link.</p>		



STEP	DESCRIPTION	RESULTS	COMM ENTS
	Click Add Nominee. (Adding Nominee is optional)		
11.	Click on Add Nominee Link	Person Search Displays	
12.	Enter a part/full First and Last Name		
13.	Click Search and Select the Nominee. Click Ok.	Name Displays	
13.	Click Save & Submit Nomination (Top Right of the Page)		
14.	View Submission Confirmation Page	Submission Confirmation Page Appears	
15.	Click Confirm	Confirmed Nomination Submission Message Appears	



STEP	DESCRIPTION	RESULTS	COMMENTS						
									
16.	<p>Manager may track the status of Nominee.</p> <p>To track the status of Nominee Participant, Open the evaluation, Click the Nominate Participant Link</p> <p>Click Track Nominee.</p> <p><a href="#">(Manager can view if the status is Pending/ Accepted/ Submitted)</a></p> <p>If the manager do not receive the nominee's evaluation in 5-7 working days, the manager can go a headand complete the evaluation.</p>	<p>Pending Nomination Status Displays</p>  <table border="1" data-bbox="836 814 1092 930"> <thead> <tr> <th>Nominee</th> <th>Status</th> <th>Cancel</th> </tr> </thead> <tbody> <tr> <td>Tasha H. Ingram</td> <td>Pending</td> <td>Cancel</td> </tr> </tbody> </table>	Nominee	Status	Cancel	Tasha H. Ingram	Pending	Cancel	
Nominee	Status	Cancel							
Tasha H. Ingram	Pending	Cancel							