Process	**Employee Reviews the Define Criteria**	**Module: ePerformance**
		Business Process: 3.00
		Date Created: 05/13/2018
		Date Revised: 05/15/2020
Purpose	Employee Reviews the Define Criteria in Evaluation	
Navigation	Self Service > Performance Management >My Performance Documents> Current Documents	
Prerequisites	Manager Must Notify the Employee about the Define Criteria	
Helpful Hints		

STEP	DESCRIPTION	EXPECTED RESULTS	COMM ENTS/ ACTUAL RESULTS
1.	Log into iRattler: Navigate to Self Service > Performance Management > My Performance Documents > Current Documents Option 2: Log into iRattler on the Employee Self Service Tile. Click on The Performance Tile Click on the Current Document for the Employee	Evaluation Page Displays with Side Menu	

STEP	DESCRIPTION	EXPECTED RESULTS	COMMENTS/ ACTUAL RESULTS
2.	Employee clicks on Expand under the Behavioral expectations that are set by the university and Reviews them.		.
3.	Employee Clicks Responsibilities tab, click expand and reviews the responsibilities given by the manager from employee's Position description. (To view each Responsibility details, Click on the Title of the Responsibility).		
4.	Employee has no access to edit the Behavioral Expectations and Responsibilities. Employee has access to add Goals and Accomplishments if appropriate. Adding Goals and accomplishments are optional.		
5.	To add a goal, Employee Clicks on Employee Goals and clicks on Add Item under Employee Goals. .	Employee Goals Section Displays	Employee should be able to add a Goal
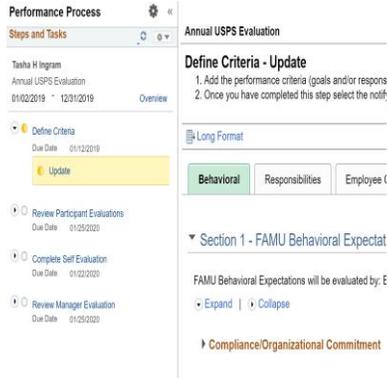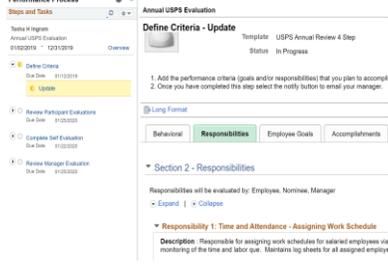
STEP	DESCRIPTION	EXPECTED RESULTS	COMMENTS/ ACTUAL RESULTS
6.	Employee chooses Add your own Item option.		
7.	Employee Clicks on Employee Goal and clicks on Add Item under Employee Goals. (Title and Description are required. The other options such as Measurement, Status, Due Date are optional.)	Page Saves	
8.	Employee Clicks on Accomplishments and clicks on Add Item under Accomplishments.	Confirmation Page Displays	
9.	Employee clicks on Add your own Item and edit appropriate areas and click Add.	Accomplishment/s get added to the evaluation	
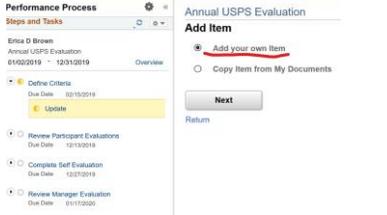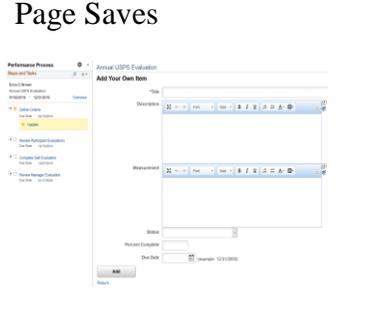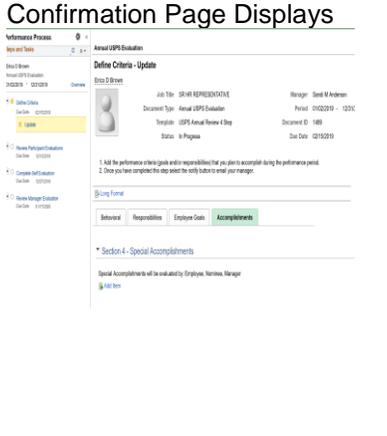
STEP	DESCRIPTION	EXPECTED RESULTS	COMMENTS/ ACTUAL RESULTS
10.	Employee Clicks Save on the Top right Corner. Define Criteria has been Reviewed by the Employee.	Comfirmation Completion Displays	

Notes