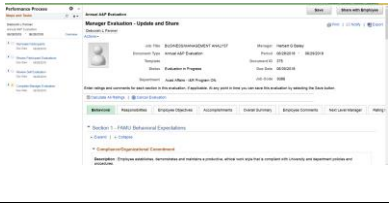| Process	Evaluating an employee After Approving Define Criteria (Manager)	Module: ePerformance
		Business Process: 5.00
		Date Created: 05/13/2018
		Date Revised: 11/01/2019
Purpose	Manager gives ratings for the employee	
Navigation	Manager Self Service > Performance Management >Performance Documents> Current Documents	
Prerequisites	The Define Criteria Must be Approved by the Manager	
Helpful Hints		

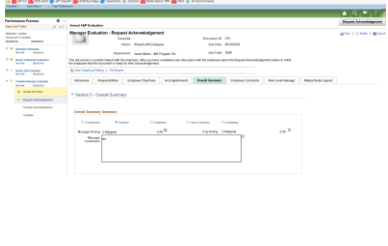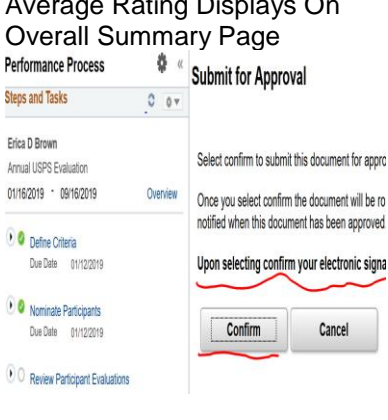| STEP	DESCRIPTION	RESULTS	COMM ENTS
1.	Log in to iRattler, Navigate to Manager Self Service > Performance Management > Performance Documents > Current Documents **Option 2:** Log into iRattler Human Resources. Click on the Manager Self Service Tile. Click on Team Performance Tile, Click on Current Documents Click on Evaluation for the Employee	Evaluation Page Displays with Side Menu and Start Button 	

STEP	DESCRIPTION	RESULTS	COMM ENTS
2.	Click on Employee Name to Display the Evaluation	Evaluation Displays	
3.	Click on Expand under FAMU Behavior Expectations Tab, and Enter Ratings and Comments as appropriate.	FAMU Behavioral Expectations Section displays with rating and comments.	
4.	At the bottom of Page within FAMU Behavioral expectations Summary Click Calculator Icon besides Override. Click Save.	The Behavioral Expectations ratings will get calculated	
5.	Click on Responsibilities Tab, Click on Expand Section. Click for a rating and may add comments for each Responsibility.	Able to Enter and Rate Responsibilities	
6.	At the bottom of Page within Responsibilities Summary, Click Calculator Icon besides Override. Click Save.	The Responsibilities will get calculated.	

STEP	DESCRIPTION	RESULTS	COMM ENTS
7.	Click on Employee Goals Tab, Click on Expand the Section and Enter Ratings and Comments. (IF APPLIES)	Able to Enter Objectives and Comment	
8.	Click on Accomplishments Tab, click on Expand and Enter Accomplishments Ratings and Comments. (IF APPLIES)	Comment on Accomplishments	
9.	Click Save	Page Saves.	
10.	Click Over All Ratings Click on Calculator besides the Override. Click Save.	Overall ratings will get calculated.	
11.	Click Share with Employee and Confirm	Overall Rating & Confirmation Page Displays	

STEP	DESCRIPTION	RESULTS	COMM ENTS
12.	View Confirmation Page		
13.	(Manager should meet the employee on evaluation) After the meeting, Manager opens the Performance evaluation to continue. Click on Request Acknowledgement. Click Confirm.		
14.	If the employee is not available or refused to acknowledge the evaluation Please follow the instructions on Manager Overrides the acknowledgement		
15.	After the Acknowledgement Process (May take a few days), Once Manager receives a notification by email that the employee has acknowledged Manager Opens the Performance evaluation of Employee. Click on Complete Manager Evaluation Click on Request Submit for Approval for the higher-level manager.	Average Rating Displays On Overall Summary Page	
16.	View Submission Confirmation Page and with this Manager Electronically signs on the Performance Evaluation.	Submission Confirmation Page Appears	
17.	After receiving a notification for the Higher-level manager approving the evaluation,		

STEP	DESCRIPTION	RESULTS	COMM ENTS
	Kindly follow the instructions on View Historical documents Document to view/share the completed performance evaluation.		

NOTES