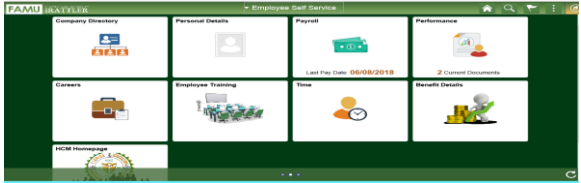| Process | **Employee Acknowledges Evaluation** | **Module: ePerformance** |
| --- | --- | --- |
| | | **Business Process: 7.00** |
| | | **Date Created:  05/13/2018** |
| | | **Date Revised:  11/06/2019** |
| **Purpose** | Employee Acknowledges Evaluation | |
| **Navigation** | Self Service > Performance Management >My Performance Documents> Current Documents | |
| **Prerequisites** | Manager Must Request Acknowledgement | |
| **Helpful Hints** | | |

| STEP | DESCRIPTION | EXPECTED RESULTS |
| --- | --- | --- |
| 1. | Log in as Employee:  Self Service > Performance Management > My Performance Documents > Current Documents<br><br>Option 2:<br>Click on the Employee Self Service Tile.<br>Click on The Performance Tile<br>Click on the Current A&P Document for the Employee | Evaluation Page Displays with Side Menu<br><br> |

| STEP | DESCRIPTION | EXPECTED RESULTS |
|---|---|---|
| | | |
| 2. | Employee Clicks on the Name Employee reviews and clicks Acknowledgement tab. (Top Right) | Confirmation Page Displays  |
| 3. | Click Confirm | Confirm Acknowledge Review Held  |
| 4. | Employee Review Acknowledgement Confirmed (Employee Signs the evaluation electronically) | Confirmation Successful  |
| 5. | Employee can have the completed evaluation under Historical Documents. Self Service>Performance Management>My Performance Documents>Historical Documents Click on the evaluation link. | Performance Document History<br>Erica D Brown<br>Listed here are your completed and canceled performance documents.<br>Performance Documents<br> |