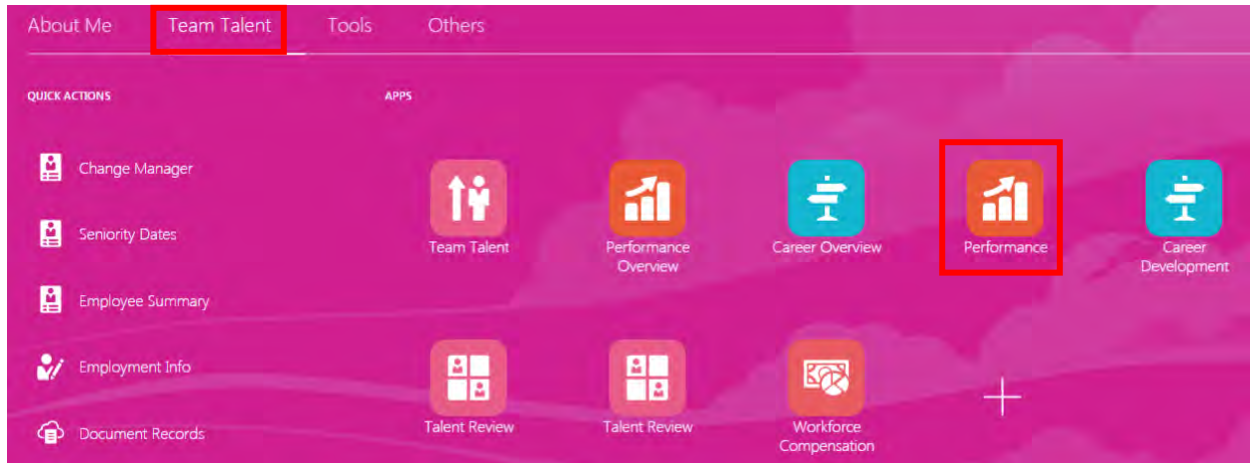


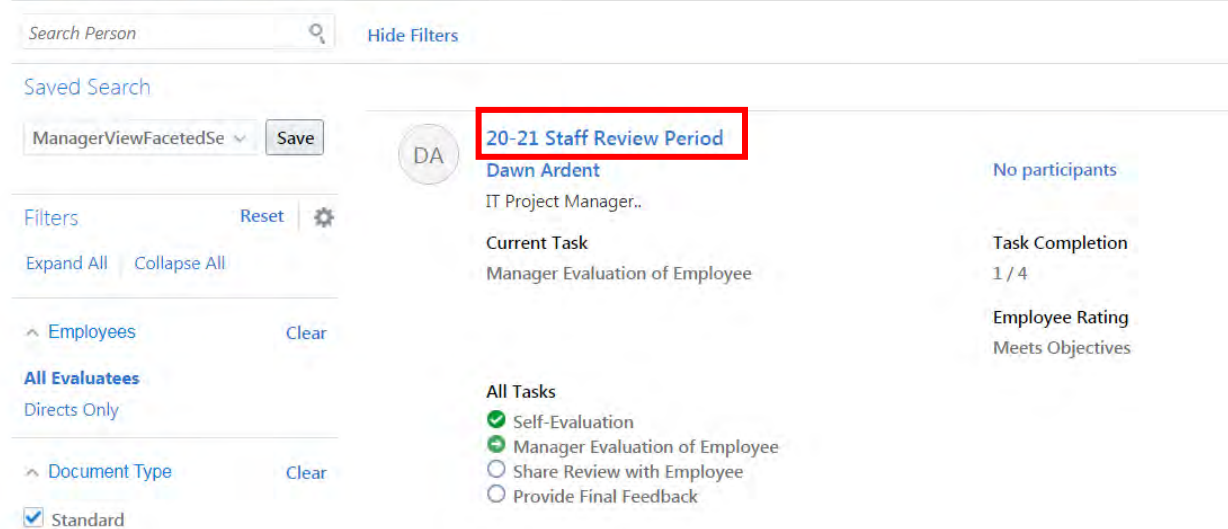
## Complete Self Evaluation

1. In Team Talent select 'Performance' icon

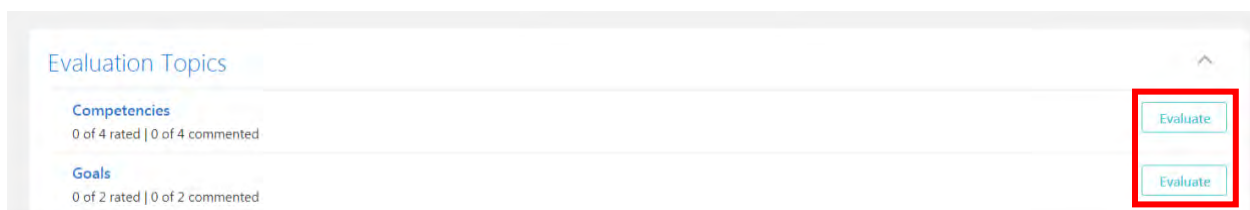


2. Click review period

## Performance Documents



3. To enter comments and ratings for Competencies and Goals click 'Evaluate'



#### 4. Enter ratings and comments

Test Goal 1

Testing Performance Mgt

Status  
Not started

Manager Rating

Employee Rating  
Meets Objectives

Manager Comments

Font 2 B I U

5. Click 'Save and Close'
6. In Summary click 'Edit' to enter ratings and comments.

Summary

Manager Rating

Employee Rating  
Meets Objectives

Manager Comments

Employee Comments  
Meets

Show Additional Info

Edit

Summary

Manager Rating

Employee Rating  
Meets Objectives

Manager Comments


Font 2 B I U

Employee Comments  
Meets

Save Cancel

7. Click Save when finished entering comments

8. Click 'Submit' to save changes.
9. To share review with employee, reopen the review and click 'Share and Release.' **NOTE: Share and Retain will allow the employee to view the manager ratings and comments within the system, but prevent the employee from signing the review and completing the process.**



**Information**  
Share the evaluation for employee review. Retain control or release to progress to the next task.


Share and Retain   **Share and Release**

Document Details

Summary

<p><b>Manager Rating</b> Meets Objectives</p> <p><b>Manager Comments</b> You meet expectations</p> <p><b>Employee Comments</b> Meets</p> <p><a href="#">Show Additional Info</a></p>	<p><b>Employee Rating</b> Meets Objectives</p>
--	--

10. Enter comments and click submit.



**Share and Release**  
Dawn Ardent

**Submit**   **Cancel**

Comments

Tanoma   2   B I U   [Icons]

Please review and sign.

11. Task completion will show 3 steps completed

**Review Period**   2020 - 2021 Review Period

**Performance Documents**

Current

**20 - 21 Staff Performance Review**   Meets Objectives | By Jubal Harshaw  
1 of 2 participants responded

**Current Task**  
Provide Final Feedback

**All Tasks**

- ✓ Self-Evaluation
- ✓ Manager Evaluation of Employee
- ✓ Share Review with Employee
- ✓ Provide Final Feedback

**Task Completion**

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