



1. Select "Performance".



2. Then select the review of the employee you wish to print feedback of.

<	Evaluate Performance				
	Business Title Review Period	Director 2020 - 2021 Review Period	v v		
	Performan Search Person Saved Search Manager View/ Filters Expand All Co	ce Documents Q Hide Filters acetedSe v Save Reset \$	Itters 20-21 Staff Review Period Dawn Ardent If Project Manager. Current Task Provide Final Fandhark	Sort By 1 of 3 participants responded Task Completion	End Date - Latest to Olde ~
		Clear	Manager Rating Meets Objectives All Tasks Self-Evaluation Manager Evaluation of Employee	Employee Rating Meets Objectives	
		/pe Clear	Share Review with Employee Provide Final Feedback		





3. From here, select "Print".

$\equiv \frac{\text{Creighton}}{U \times 1 \times V \times E R \times 1 \top Y}$			ፍ 🙃 🕏
C DA Share R Dawn Arder	eview with Employee: 20-21 Sta ^{nt}	ff Review Period	
	Document Details		×
	Summary		^
	Manager Rating Meets Objectives Manager Comments You meet expectations Employee Comments Meets Show Additional Info	Employee Rating Meets Objectives	
	Evaluation Topics		^
	Competencies 0 of 4 rated 0 of 4 commented		View
	Goals 0 of 2 rated 0 of 2 commented		View

4. You can then select what you wish to include in the printed copy such as questionnaire feedback. Once you have selected what you wish to include in the copy, you can select "Print".

$\equiv \frac{\text{Creighton}}{\text{UNIVERSITY}}$					Q
<	DA	Performa Dawn Ardent	nce Document Print Info		
			Document Details What do you want to print?		~
			Format PDF HTML Feedback Contributors Participant Manager Worker	Evaluation Topics Competencies Goals Questionmaire Employee Signature and Feedback Print	