


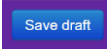
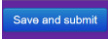







Icon Descriptions

Action:	Icon	Use this icon to:
Assign managers		Assign the performance appraisal form (PA form) to another manager/supervisor within <u>your</u> cohort (Example: Manager Environmental Services assigns PA form to front line Environmental Services supervisor to complete on manager's behalf).
Review		View the feedback in the PA form. You cannot edit or submit changes in 'review' mode.
Fill out appraisal		Open the PA form to provide your feedback.
Save as Draft		Save your feedback and return to complete the PA form later. PA forms saved as 'draft' <u>are not</u> viewable to others.
Save and Submit		Save and submit your feedback. Your employee will now be able to view your feedback. To modify content, click on the  and a notification email will be sent to the employee to provide feedback.
Feedback		Add feedback to the PA form <u>after</u> form has been saved and submitted but <u>before</u> the form has been locked.
Lock		Lock the form once all feedback has been included in the performance appraisal form and the performance evaluation meeting has been completed. *CAUTION* No one <u>under any condition</u> can re-open a locked form. A locked form can only be viewed. It cannot be edited or deleted after it is locked.
Objectives		Set, add, modify, or delete employee objectives for the next review cycle. (optional)
Delete appraisal		Remove an appraisal form that isn't required (e.g. employee assigned wrong appraisal, employee ending employment in near future).