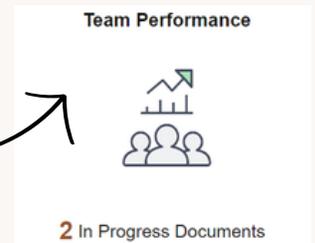




ANNUAL PERFORMANCE MANAGEMENT QUICK GUIDE MANAGER PERFORMANCE REVIEW

Access your self-evaluation as part of the annual performance management process on [PeopleSoft](#).

Under the “My Team” section, select the “Team Performance” tile



Select the employee from the list within Current Documents. Locate the current fiscal year. The document type should indicate **Annual Review**. Select the appropriate row to review that employees submission.

Review the employees submission of their self-evaluation by selecting Annual from the provided tabs. Complete your performance review assessment under the “Manager Comments” section and select an appropriate rating. Be sure to save your submission. Please do not select “**Start Sharing**”, as your comments and ratings should not be shared with the employee prior to your meeting.



Coordinate a meeting time to discuss with the employee in detail their self-evaluation and your review/rating. After you’ve completed your annual performance conversation, you may select the “**Complete Annual**” Button to complete the process.



Make note of the deadline for the annual performance management process and ensure your employees’ reviews are completed prior to the due date.