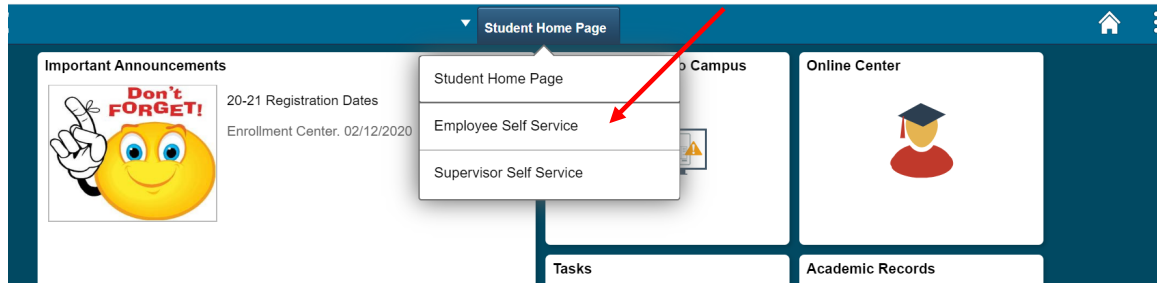
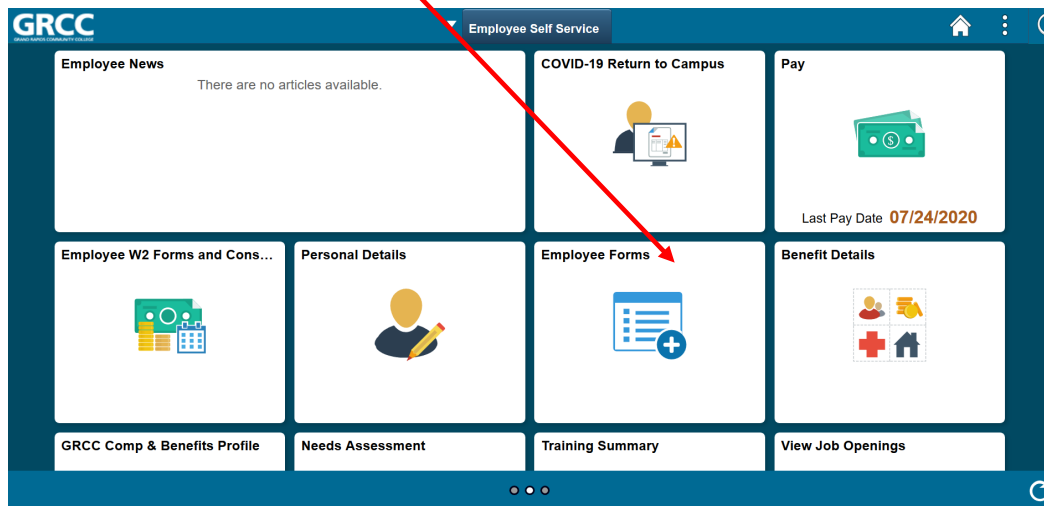


Employee Self Service – How to submit the Performance Evaluation form as the Meet and Confer employee

1. Login to the [Online Center](#) / Click the Employee Self Service Option



2. Click the Employee Forms tab



3. Click the Performance Evaluation link, then select Approve Performance Evaluation. NOTE: You may select View Performance Evaluation to only review the documentation.

The screenshot shows the 'Employee Forms' interface. On the left is a sidebar menu with options: 'Form Landing Page', 'Reimbursements', 'View Submitted Forms', 'Update Submitted Forms', 'Performance Evaluations', 'Approve Performance Evaluation', and 'View Performance Evaluation'. The 'Performance Evaluations' option is highlighted with a red arrow. Below it, the 'Approve Performance Evaluation' option is also highlighted with a red arrow. The main content area on the right has a blue header 'Employee Forms' and a welcome message: 'Welcome to GRCC's eForms'. It instructs users to 'Please select a form from the list on the left' and lists 'Other things you can do': 'To Update/Change a saved or submitted form: Select **Update an eForm**' and 'To View a form you have submitted: Select **View an eForm**'.

4. Leave all fields blank and click search. Your performance evaluation plan will populate. Review section I (projects and goals), section II (professional development), and section IIIa (job knowledge). Update any item if necessary.

The screenshot shows the 'Employee Forms' search interface. The sidebar on the left has 'Approve Performance Evaluation' selected. The main content area has a search form with the following fields: 'Form ID' (Begin With), 'Form Type' (Begin With), 'Form Status' (Is Equal To), 'Employee ID' (Begin With), 'Plan Form ID' (Begin With), 'Empl ID' (Begin With), 'Dummy' (Begin With), and 'Attach a file?' (Begin With). Each field has a dropdown menu and a text input box. At the bottom are 'Search' and 'Clear' buttons.

- The last step is to either “Return” if you made changes. This will return the form to your supervisor so they can review the changes. OR “Approve” the plan. This will submit the initial performance evaluation form and the process is complete.

Last Step

Almost Done

Once all projects, professional development and job responsibilities are reviewed and updated and you are ready to submit the Initial Assessment, click the “Submit” button. If you need to exit the form prior to submitting click the “Save” button prior to exiting.

At anytime before the employee agrees and submits, you may update the plan and resubmit.

Do you want to upload any documents to include with the performance evaluation?

Attach a file? No

File Attachments

You may attach any supportive documentation for this year’s plan. This can include an updated job description for Human Resources to keep on file.

Do **NOT** select a document description, if you do not have anything to attach. If you do, you will not be able to submit without attaching a file.

Status	Upload	*Description ▾	File Name ▾	Delete
1	<input type="button" value="Upload"/>	<input type="text"/>		<input type="button" value="Delete"/>

Optional: You are able to print a copy of the initial Performance Evaluation. After you click either the Submit button, the following page will populate. Click on the Print Button under Signature/Action Logs then from the drop-down menu select PEMC Plan and click Print Report.

< Form Page Form Result Home Menu Help

Plan Performance Evaluation: Form ID 104277

Printing

Click the print button below - to print a copy of the Performance Evaluation

You have successfully saved your eForm.

multiple approvers.

► Signature/Action Logs

Cancel

Approval

Done

Report Name ▾

Print Report PEMC Plan