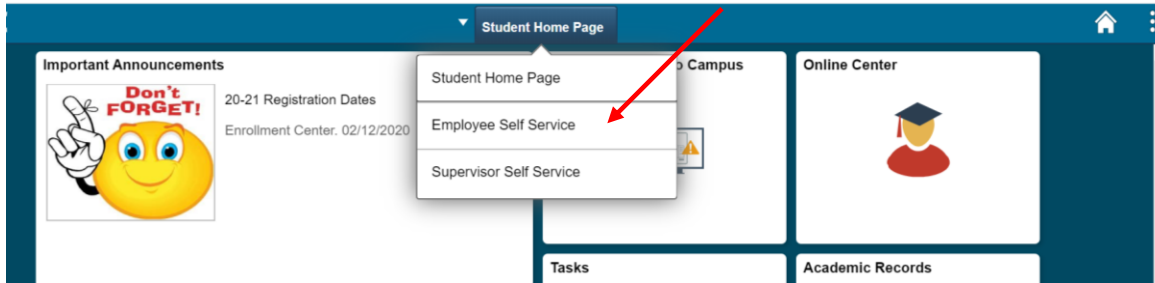
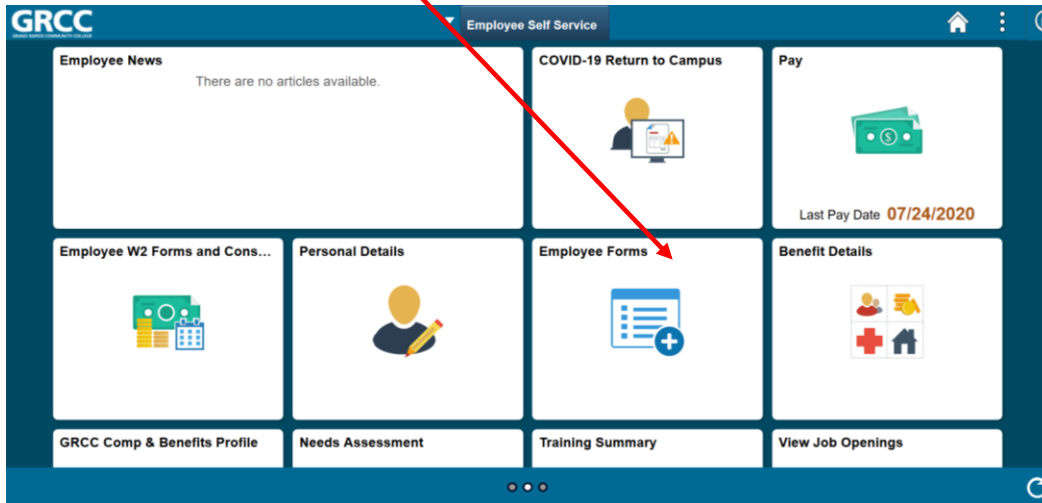


Employee Self Service – How to review/submit the Performance Evaluation form as the Meet and Confer employee

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



2. Click the Employee Forms tab



3. Click the Performance Evaluation link

The screenshot shows the 'Employee Forms' interface. At the top, there is a blue header with a back arrow and 'Employee Self Service' on the left, and 'Employee Forms' with a home icon on the right. Below the header is a left sidebar with a green 'Form Landing Page' header and several menu items: 'Reimbursements', 'View Submitted Forms', 'Update Submitted Forms', and 'Performance Evaluations'. A red arrow points from the text '3. Click the Performance Evaluation link' to the 'Performance Evaluations' menu item. The main content area on the right displays a welcome message: 'Welcome to GRCC's eForms', followed by instructions to select a form from the left sidebar and a list of actions: 'Update an eForm' and 'View an eForm'.

4. Dropdown options after clicking "Performance Evaluations" from left side menu

This screenshot shows the same 'Employee Forms' interface as the previous one, but with the 'Performance Evaluations' menu item expanded. The dropdown menu is now visible, showing two options: 'Approve Performance Evaluation' and 'View Performance Evaluation'. The main content area on the right remains the same, displaying the welcome message and instructions.

5. To approve the Performance Evaluation, click the “Approve Performance Evaluation” link. Leave all fields blank and click search. *Note: your supervisor must first route the plan to you for review/approval. If your search results in no match, it means your supervisor hasn’t yet routed to you.* When your performance evaluation plan populates, review section I (projects and goals), section II (professional development), and section IIIa (job knowledge).
 - a. To review an **approved/submitted** form, click the “View Performance Evaluation” link. Leave all fields blank and click search. Your performance evaluation plan will populate. See optional step below on last page for instruction on how to view/print the performance evaluation plan.

< Employee Self Service
Employee Forms

<div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 2px;"> Form Landing Page </div> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 2px;"> Reimbursements v </div> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 2px;"> View Submitted Forms </div> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 2px;"> Update Submitted Forms </div> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 2px;"> Performance Evaluations ^ </div> <div style="background-color: #e0f2f1; padding: 2px; margin-bottom: 2px;"> Approve Performance Evaluation </div> <div style="background-color: #f0f0f0; padding: 2px;"> View Performance Evaluation </div>	<p>Search by:</p> <p>Fiscal Year Begins With v <input style="width: 400px; height: 20px;" type="text"/></p> <p>Employee ID Begins With v <input style="width: 400px; height: 20px;" type="text"/></p> <p>Job Record is Equal To v <input style="width: 400px; height: 20px;" type="text"/></p> <p>Supervisor ID Begins With v <input style="width: 400px; height: 20px;" type="text"/></p> <p>Form ID Begins With v <input style="width: 400px; height: 20px;" type="text"/></p> <p>Form Type Begins With v <input style="width: 400px; height: 20px;" type="text"/> Q</p> <p>Form Status is Equal To v <input style="width: 400px; height: 20px;" type="text"/> v</p> <p style="text-align: center; margin-top: 10px;"> Search Clear </p>
--	---

- Once you have reviewed each section of the evaluation, the last step is to either “Return”. This will return the form to your supervisor so they can make changes the employee recommends. OR “Approve” the plan. This will submit the initial performance evaluation form and the process is complete. **ONCE YOU CLICK APPROVE YOU AND YOUR SUPERVISOR ARE NO LONGER ABLE TO EDIT THE INITIAL PERFORMANCE EVALUATION PLAN.** If edits are needed they will take place when the mid-year evaluation form is available.

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.

1 row

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 plan. Click the “Print” option, then from the Report Name drop-down menu, select PEMC Plan and click Print Report.

The screenshot shows a web application interface with a dark blue header bar. The header contains a back arrow, the text "Form Page", the title "Form Result", and navigation icons (home, menu, refresh). Below the header, the main content area has a light gray background. At the top left of this area is a pencil icon and the text "Plan Performance Evaluation : Results". At the top right is "Form ID 104277". A section titled "Printing" contains the instruction "Click the print button below - to print a copy of the Performance Evaluation". Below this is a message: "You have successfully saved your eForm." followed by "multiple approvers." and a "Print" button. A modal window titled "Approval" is centered on the screen. It has "Cancel" and "Done" buttons. The modal contains a "Report Name" dropdown menu with "PEMC Plan" selected and a "Print Report" button.