Employee Self Service – How to submit the Performance Evaluation form as the APSS employee
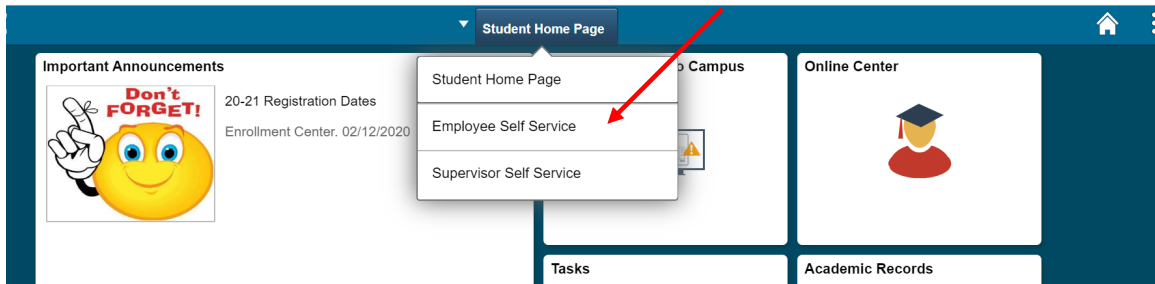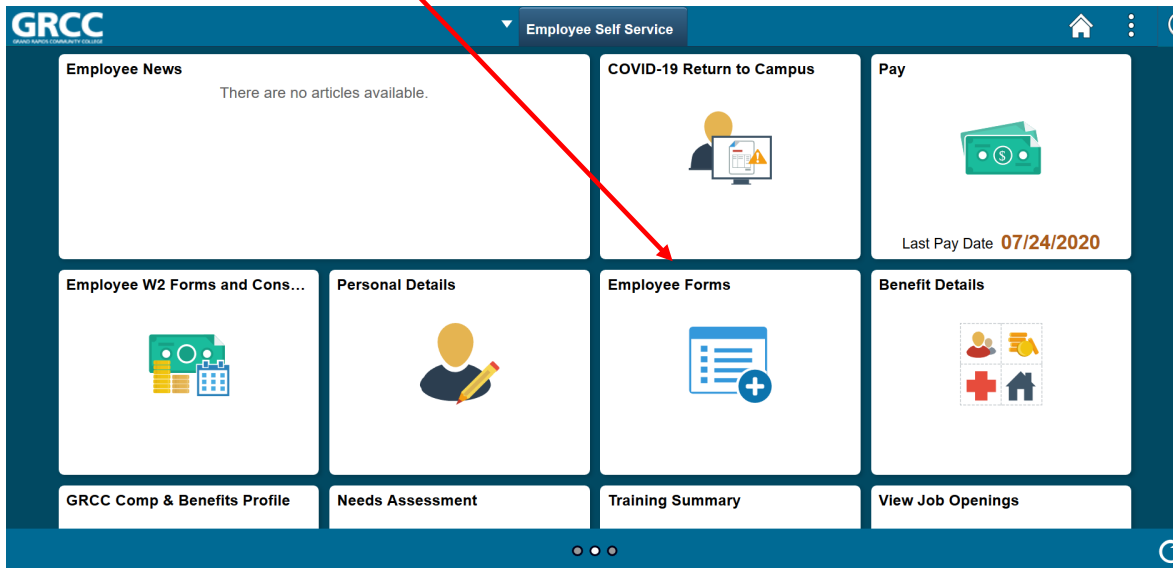
<mark>Please Note: Your supervisor must initiate the performance evaluation, meet with you, and submit the document prior to you receiving access.</mark>

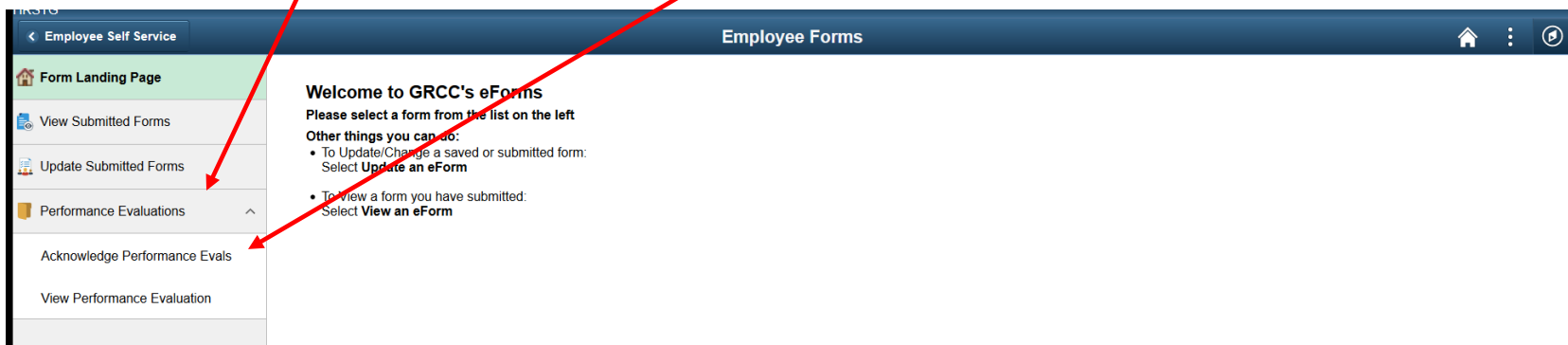1. Login to the Online Center / Click the Employee Self Service Option

2. Click the Employee Forms tile

- Continued on Next Page -

3. Click the Performance Evaluations link, then Acknowledge Performance Evals

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). You may navigate through the performance evaluation by utilizing the Previous or Next buttons.
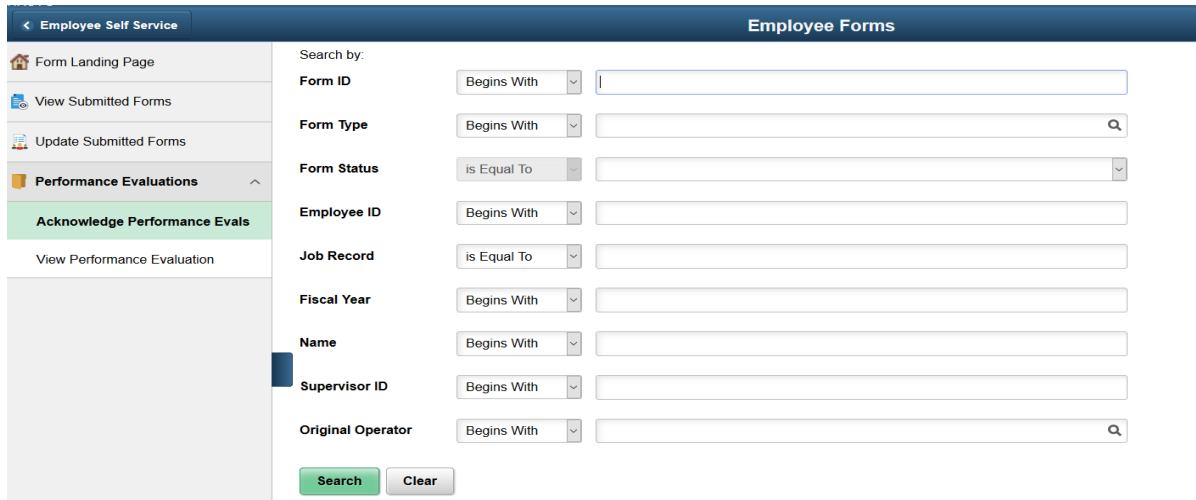
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5. If there are updates that need to be made to the form, please select the Return to Supervisor button. This will return the form to your supervisor. If no updates are needed, you must acknowledge the Performance Evaluation by clicking the Acknowledge button. This will submit the initial performance evaluation form and the process is complete.
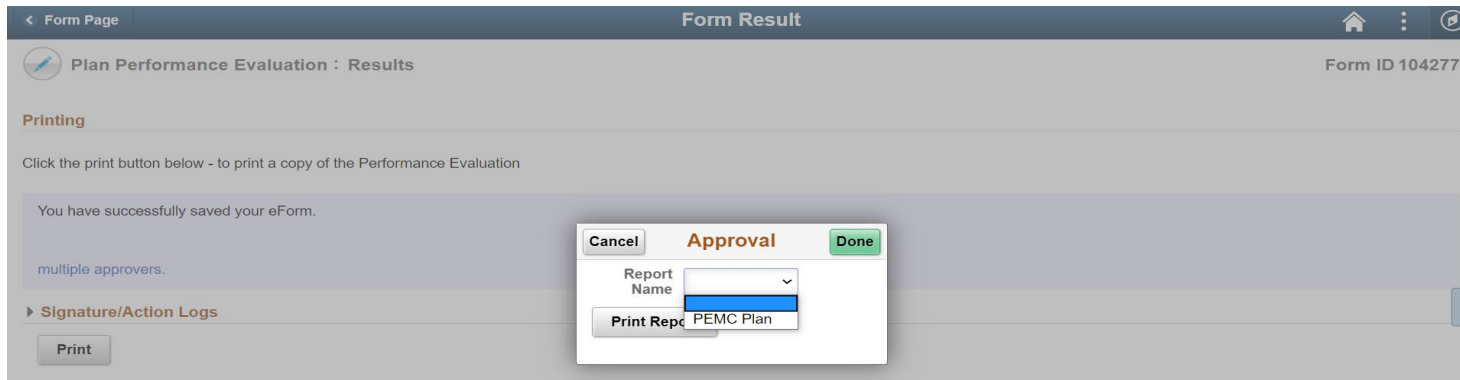
Last Step

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 _acknowledges_ 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

| Previous | Return to Supervisor (For update) | Print | Acknowledge |

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 Transaction/Signature Logs then select PEMC Plan from the drop-down menu and click Print.

< Form Page   **Form Result**

Plan Performance Evaluation : Results   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.

| Cancel | **Approval** | Done |

Report
Name

Print Repo PEMC Plan

▸ Signature/Action Logs

Print

- End -