Overview/Description

This document provides step-by-step instructions on how to navigate to Checkpoint 1 for Employees on the Performance Process page. This page is used to track progress, finalize any updates or changes discussed with Manager for the Performance Process. It is recommended to create overall goals for the employee prior to completing an annual assessment document.

Prerequisite(s)

Define Criteria

Instructions

1. Step

Checkpoint 1 for Performance Process Page

1.1. Sub step

Checkpoint 1 allows the Manager to check in with employee to discuss progress and changes to performance. Manager can discuss with employee the status of their goals and make any updates to the Defined Criteria.

Navigation

Navigator > Self Service > Performance Management > My Performance Documents > Current Documents
a. Employee should be able to Review **Manager Comments** within **Checkpoint 1** by clicking on each of the tab to review comments.

b. The Employee can choose to skip the **Checkpoint 1**, if no changes were made to the **Defined Criteria** and/or if the Manager didn’t share comments, due to no changes to the **Defined Criteria**.
c. If progress, updates or changes discussed with the Manager for the Performance Process were or were not made, Finalize Criteria is used to complete this task. All updates must be captured prior to starting the Performance Evaluation.

d. The option to Reopen displays, if you have completed the established Define Criteria process. Click this button to reopen a criteria document that you have previously completed. Note: A criteria document cannot be reopened after the next step has been started and saved, or a pending nomination is accepted. Employees can not reopen the Finalize Criteria step.