Overview/Description
This document provides step-by-step instructions on how Employee navigates to Acknowledgement of Performance Evaluation. The Employee is acknowledging that the Performance Evaluation review was held, the Employee received the Performance Evaluation, and reviewed the documents. It is recommended to create overall goals for the employee prior to completing an annual assessment document.

Prerequisite(s)
Finalization of Performance Evaluation Ratings by both Employee and Manager

Instructions

1. Step
Employee Completes Acknowledgement of Performance Evaluation

1.1. Sub step
After the Performance Review has been held, the Manager should request that the Employee login into Self Service and Acknowledge the document.

Navigation
Navigator > Self Service > Performance Management > My Performance Documents > Current Documents
a. The Employee will have Annual Review document listed in **My Current Documents**

![My Current Documents](image)

b. The Performance Evaluation ratings and comments have been finalized by both the Manager and Employee and can be viewed.

**Goals tab**

![Performance Process](image)
Performance Factors tab

Performance Process

USG Annual Review for Staff
Manager Evaluation - Acknowledge

Lindsey Seigel

Job Title: Employee Relations Manager
Department: HRS-Human Resources
Location: 416

Manager: Amy Phillips
Period: 10/01/2019 - 10/30/2019
Date: 10/31/2019

Employee Data
Employee ID: 123456
Department: 1000
Location: 416
HRS-Human Resources
Kenmore State University

Goals
Performance Factors
USG Core Values
Institutional Values
Ethics Compliance
Professional Development
Final Remarks
Overall Summary

Section 2 - Performance Factors

Communication
Description: The extent to which employee is proficient and professional in oral and written communication. This includes listening, understanding, remembering, and following oral or written instructions, asking for clarification when necessary, and providing information to others in a clear, complete and concise manner.

Manager Rating: 5 - Exemplary
Employee Rating: 4 - Superior

Employee Comments:
Employee checks in daily with the team and reviews schedule. Email turn around for the employee is less than 24 hours.

USG Core Values tab

Performance Process

USG Annual Review for Staff
Manager Evaluation - Acknowledge

Goals
Performance Factors
USG Core Values
Institutional Values
Ethics Compliance
Professional Development
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Section 3 - USG Core Values

Accountability
Description: We strive to build our reputation in the firm of scholarship, research, teaching, service, and developing others to a public trust. We will live up to this and through safeguarding our resources and taking good shoulders of the human, intellectual, physical, and fiscal resources given to us care.

Manager Rating: 3 - Successful
Employee Rating:

Excellence
Description: We will perform our duties to foster a culture of excellence and high quality in everything we do.

Manager Rating: 3 - Successful
Employee Rating:

Integrity
Ethics Compliance tab

**Performance Process**

**USG Annual Review for Staff**

**Manager Evaluation - Acknowledge**

**Lindsey Seidl**

**Job Title:** Employee Relations Manager  
**Document Type:** USG Annual Review for Staff  
**Template:** 15U Annual Review for Staff  
**Status:** Pending Acknowledgement  
**Due Date:** 10/10/2019

**Employee Data**

**Employee ID:** 0526261  
**Department:** 1834196  
**Location:** 400  
**Rating History**

**Goals**  
**Performance Factors**  
**USG Core Values**  
**Institutional Values**  
**Ethics Compliance**  
**Professional Output**  
**Final Remarks**  
**Overall Summary**

**Section 5 - Ethics & Compliance**

**UNIVERSITY STANDARDS**

**Description:** Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service, and grants administration.

**Status:** 100

**ACT AS A RESOURCE**

**Description:** Act as good stewards of the resources and information entrusted to us.

**Status:** Not Applicable

**Attachments**

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<th>File Name</th>
<th>Description</th>
<th>Attachment Audience</th>
<th>Last Update Date/Time</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
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<td>Employee and Manager</td>
<td>06/07/2019 4:28 PM</td>
<td>Amy Phillips</td>
</tr>
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Professional Development tab

**Performance Process**

**USG Annual Review for Staff**

**Manager Evaluation - Acknowledge**

**Lindsey Seidl**

**Job Title:** Employee Relations Manager  
**Document Type:** USG Annual Review for Staff  
**Template:** 15U Annual Review for Staff  
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**Rating History**

**Goals**  
**Performance Factors**  
**USG Core Values**  
**Institutional Values**  
**Ethics Compliance**  
**Professional Output**  
**Final Remarks**  
**Overall Summary**

**Communication**

**Description:** Explore the various components of effective communication—such as sending and receiving—and engage in interactive strategies to take in and deliver all types of messages—agile, neutral and difficult.

**Conflict Management and Resolution**

**Description:** Explore various personal conflict management styles, understand the sources and drivers of conflict, and create alternatives and options leading to parallel and complete resolution.

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Overall Summary tab

As the Employee continues to become acclimated to the work environment and values of the university, more tasks will be assigned to the Employee.

c. Employee selects **Acknowledge**
d. Employee chooses Acknowledge and has the option to add final comments before confirming.

Upon selecting confirm you are acknowledging that the review was held and your electronic signature will be added to this document.

e. The Employee has selected Confirm and the Employee’s electronic signature is now added to the document.