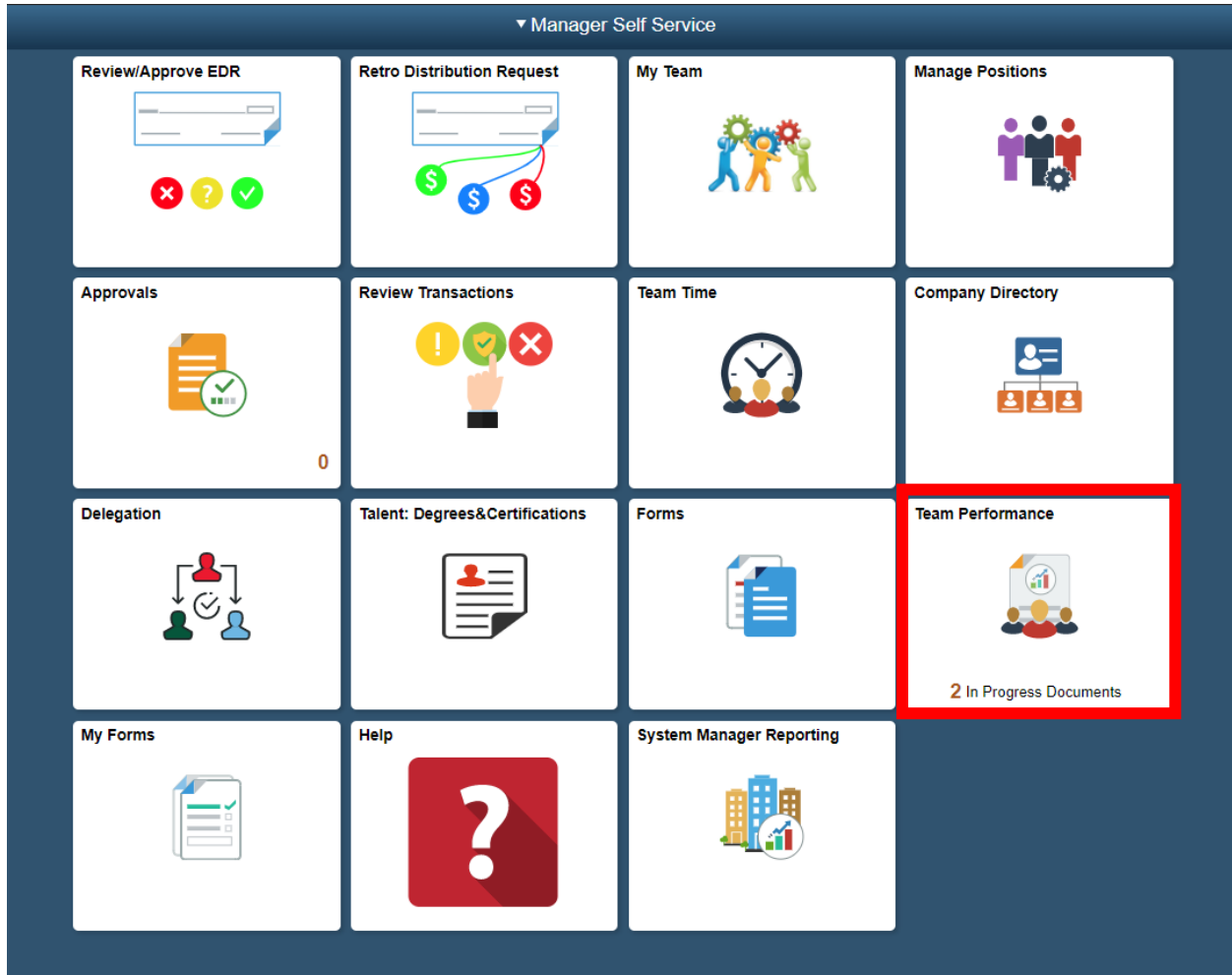


**Managers – please remember that your evaluation will be in Employee Self Service while your staff members’ evaluations will show up under Manager Self Service.**


1. Click on the **“Team Performance”** tile in Manager Self Service



2. Click on the name of one of your staff members

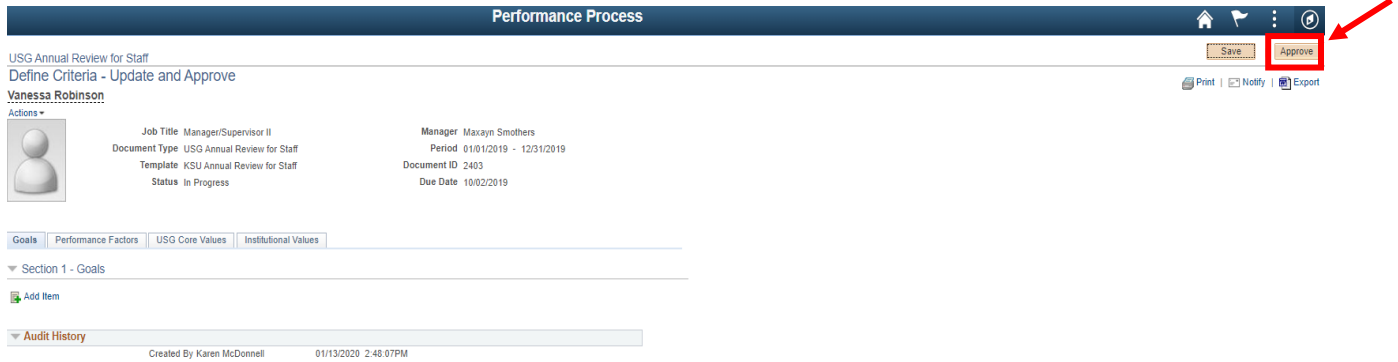
← Manager Self Service Current Documents

Current Documents

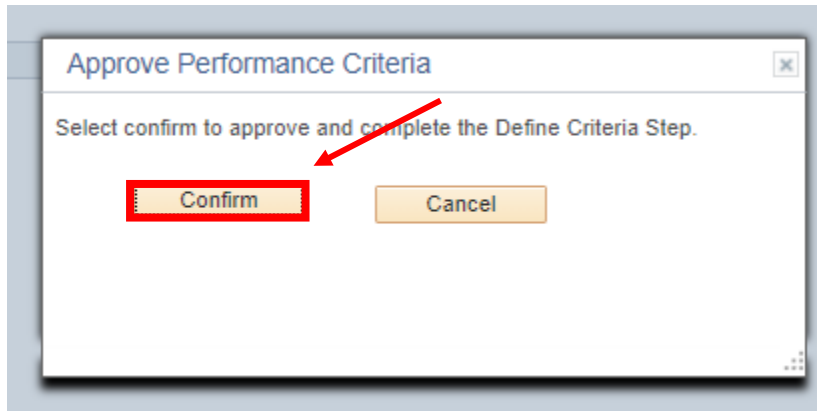
	Document Type	Document Status	Period Begin / Period End
 <b>Vanessa Robinson</b> Manager/Supervisor II	USG Annual Review for Staff	Define Criteria	01/01/2019 12/31/2019



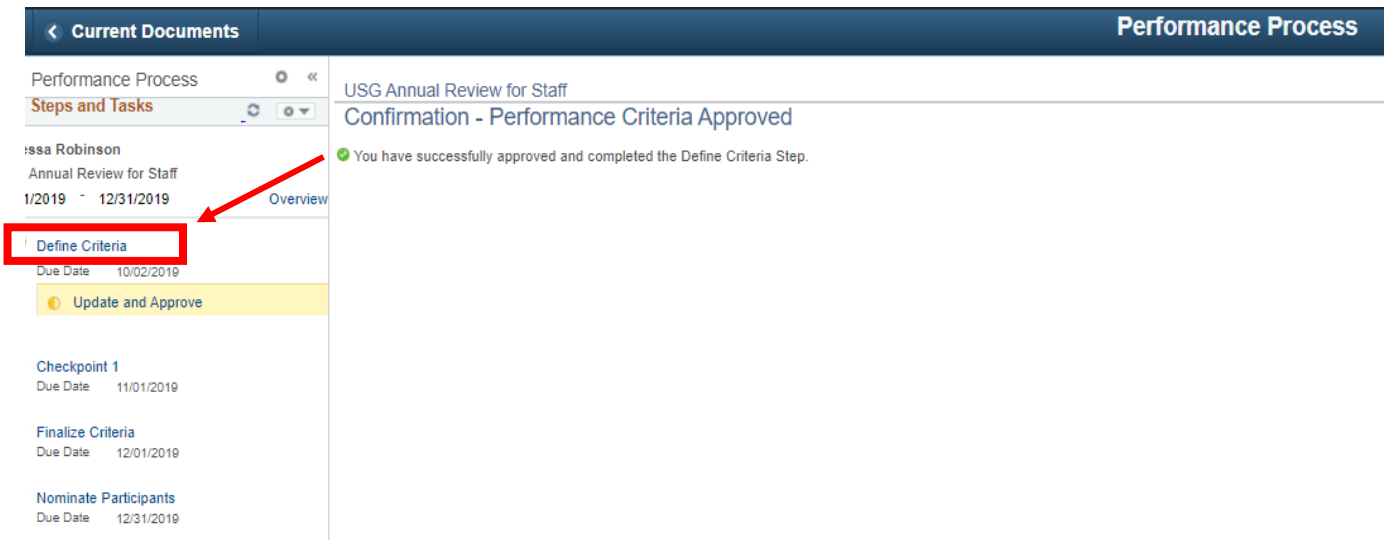
- Once the evaluation is open, go to the upper right corner and click on **“approve”**



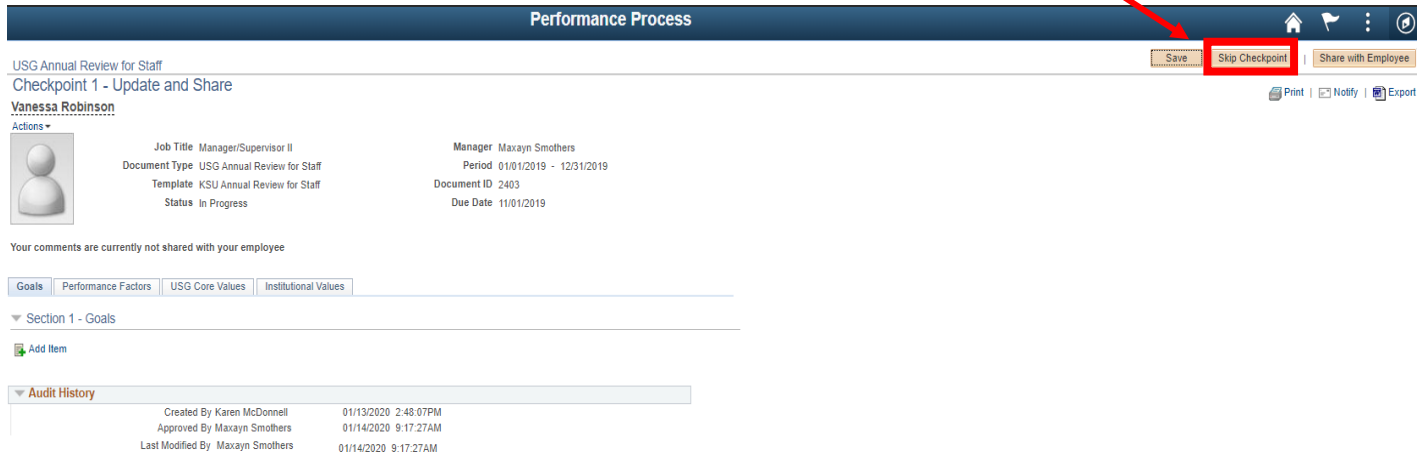
- A text box will show up. Please click **“confirm”**. (this will skip the step where the employee enters his/her goals at the beginning of the year).



- On the Left navigation pane, click on **“Define Criteria”** and then **“refresh your browser”**

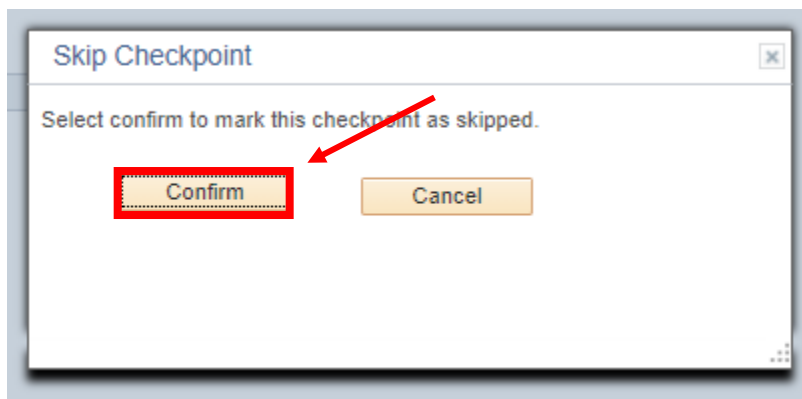


6. Go to the top right again, and click on **"skip checkpoint"**



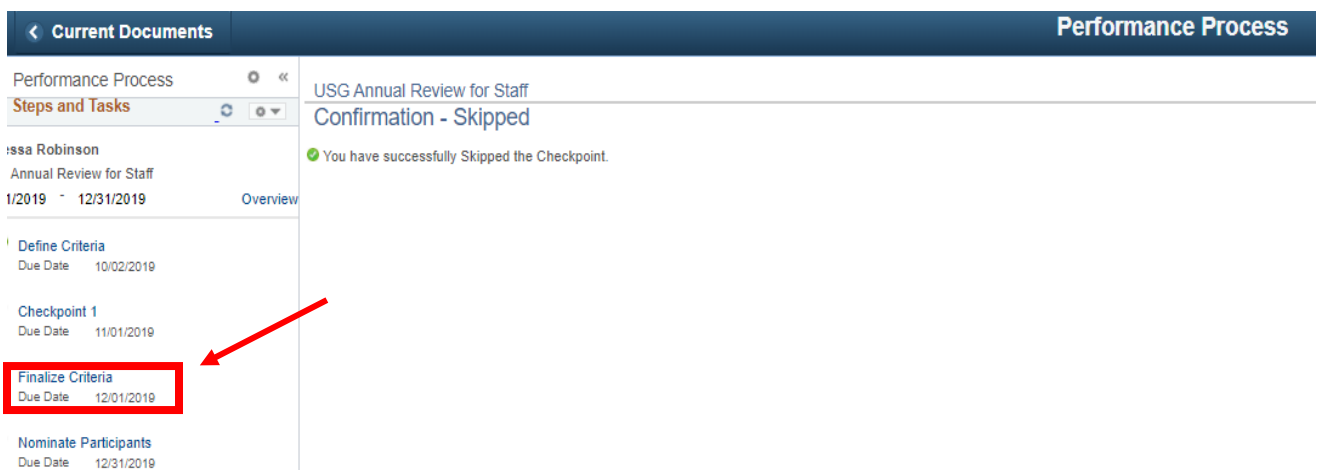
The screenshot shows the 'Performance Process' interface for 'USG Annual Review for Staff'. The breadcrumb trail is 'Checkpoint 1 - Update and Share'. The user is Vanessa Robinson, and the manager is Maxayn Smothers. The document is in progress. In the top right corner, there are buttons for 'Save', 'Skip Checkpoint', and 'Share with Employee'. The 'Skip Checkpoint' button is highlighted with a red box, and a red arrow points to it from the right side of the screen.

7. A text box will show up again. Please click **"confirm"**. (this will skip the mid-year checkpoint that you may want to use going forward, but which we did not use this year).

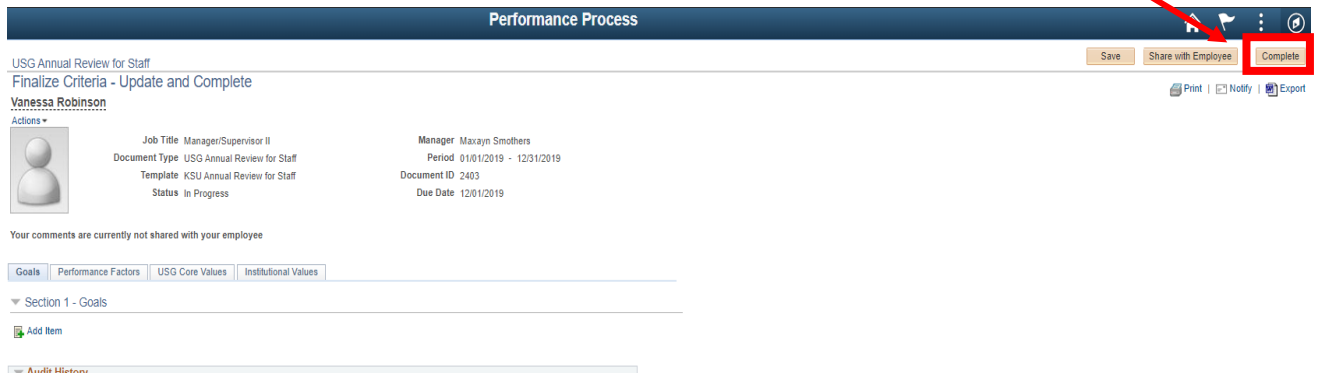


The screenshot shows a 'Skip Checkpoint' dialog box. The text inside reads 'Select confirm to mark this checkpoint as skipped.' Below the text are two buttons: 'Confirm' and 'Cancel'. The 'Confirm' button is highlighted with a red box, and a red arrow points to it from the right side of the dialog.

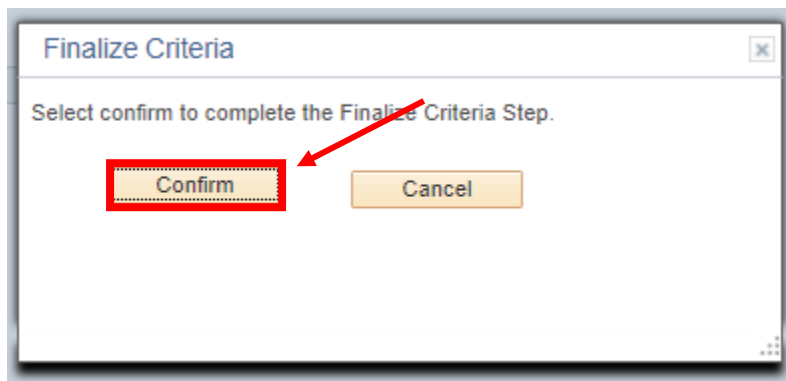
8. Refresh your browser and click on **"Finalize Criteria"** on the left navigation bar again and click **"complete"** in the upper right.



The screenshot shows the 'Performance Process' interface with a 'Confirmation - Skipped' message: 'You have successfully Skipped the Checkpoint.' On the left navigation bar, there is a list of tasks: 'Define Criteria' (Due Date: 10/02/2019), 'Checkpoint 1' (Due Date: 11/01/2019), 'Finalize Criteria' (Due Date: 12/01/2019), and 'Nominate Participants' (Due Date: 12/31/2019). The 'Finalize Criteria' button is highlighted with a red box, and a red arrow points to it from the right side of the screen.



9. A text box will show up again. Please click **"confirm"**. This will push the evaluation to the staff member to begin their self-evaluation.



10. Once all steps have been completed correctly, you will see that the employee now shows as **"Evaluation in Progress"** when you go to the Team Performance Current Documents screen. Your employee should now be able to complete their self-evaluation.

Manager Self Service | Current Documents

Current Documents

Name / Job Title	Document Type	Document Status	Period Begin / Period End	Next Due Date
Vanessa Robinson Manager/Supervisor II	USG Annual Review for Staff	Evaluation in Progress	01/01/2019 12/31/2019	12/01/2019

If you have any questions, please feel free to contact your [HR Business Partner](#).