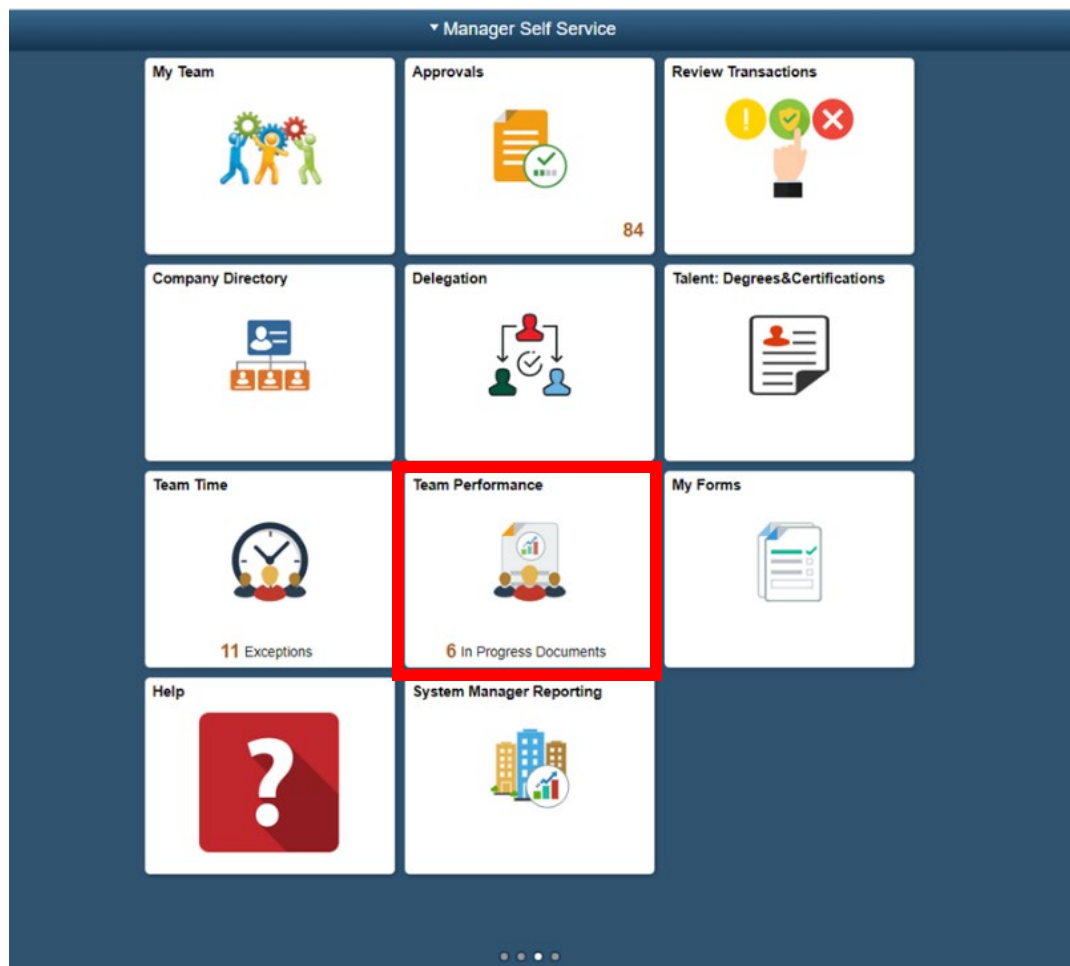


Managers – please remember that your evaluation will be in Employee Self Service while your staff members’ evaluations will show up under Manager Self Service. **Note: OneUSG is most compatible with Chrome. If you are not automatically seeing the same options as posted in this job aid, please refresh your browser after every step.**

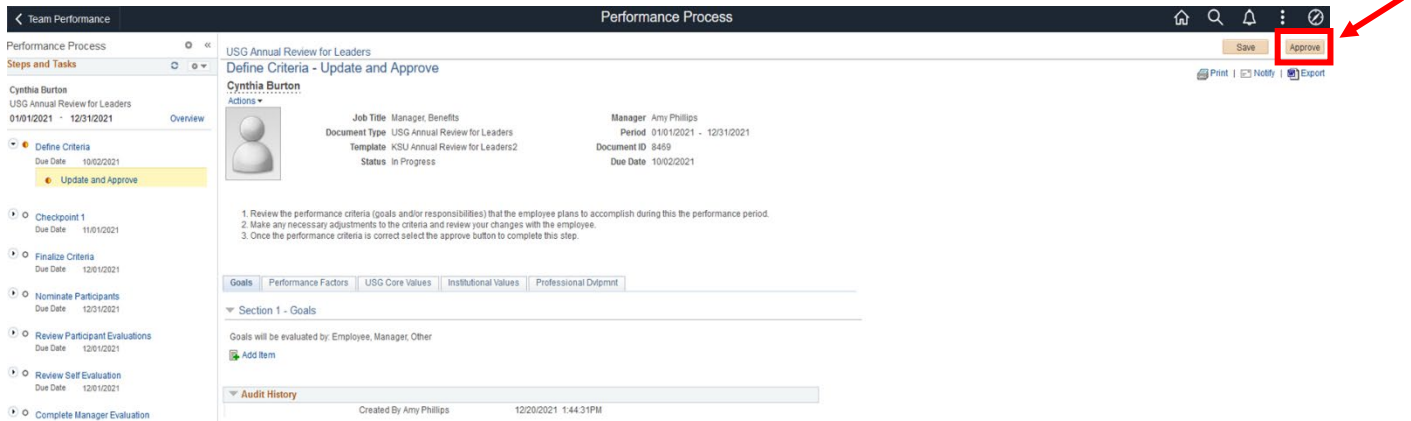
1. Click on the “**Team Performance**” tile in Manager Self Service



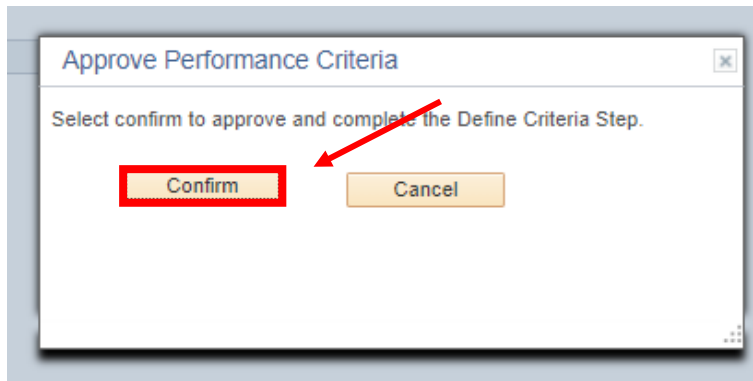
2. Click on the name of one of your staff members

Name / Job Title	Document Type	Document Status	Period Begin / Period End	Next Due Date
Pamela Smith Mgr, Employee Data Service	USG Annual Review for Leaders	Define Criteria	01/01/2021 12/31/2021	10/02/2021
Cynthia Burton Manager, Benefits	USG Annual Review for Leaders	Evaluation in Progress	01/01/2021 12/31/2021	12/01/2021
Mitchell Palmer Mgr, Employee Wellness/Fitness	USG Annual Review for Leaders	Define Criteria	01/01/2021 12/31/2021	10/02/2021

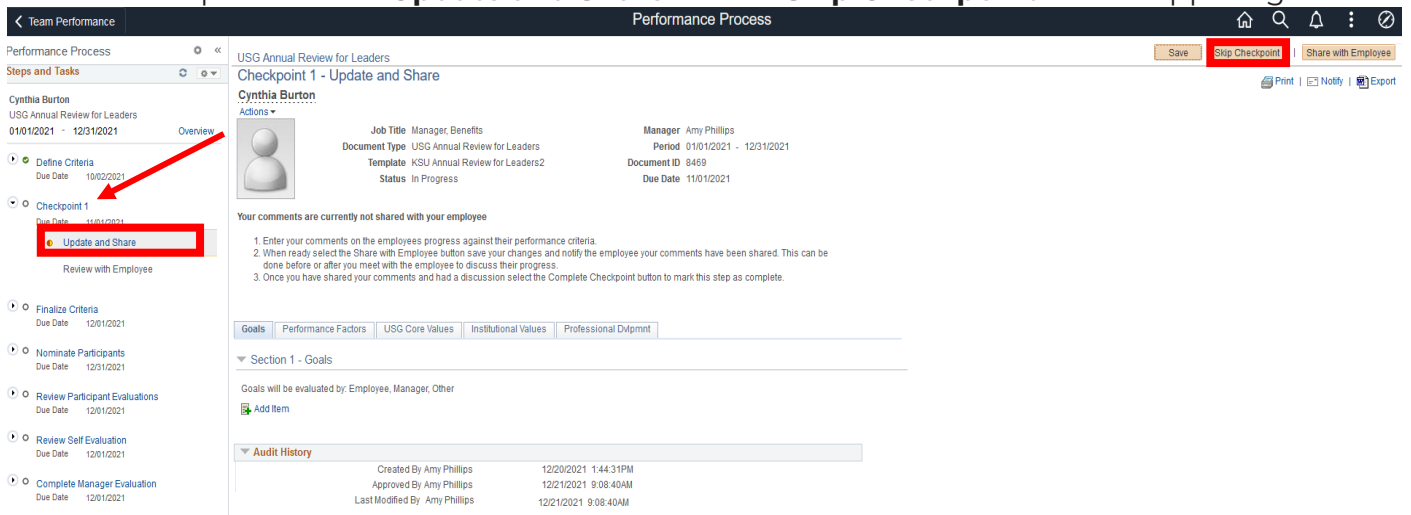
3. Once the evaluation is open, go to the upper right corner and click on **“approve”**



4. 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).

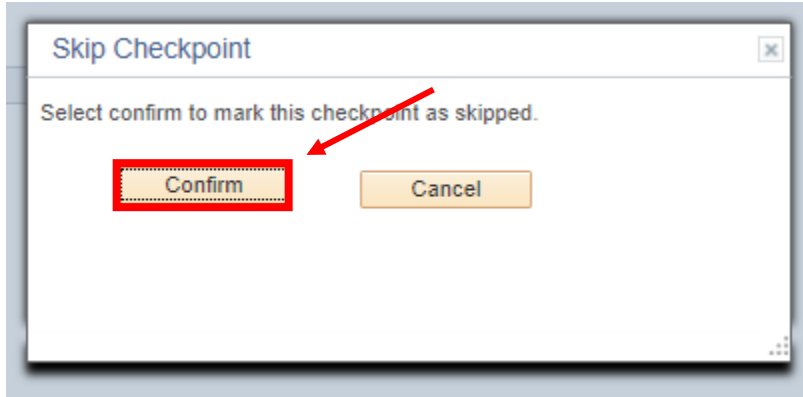


5. Under Checkpoint 1 click **“Update and Share”**. Then **“Skip Checkpoint”** in the upper right.

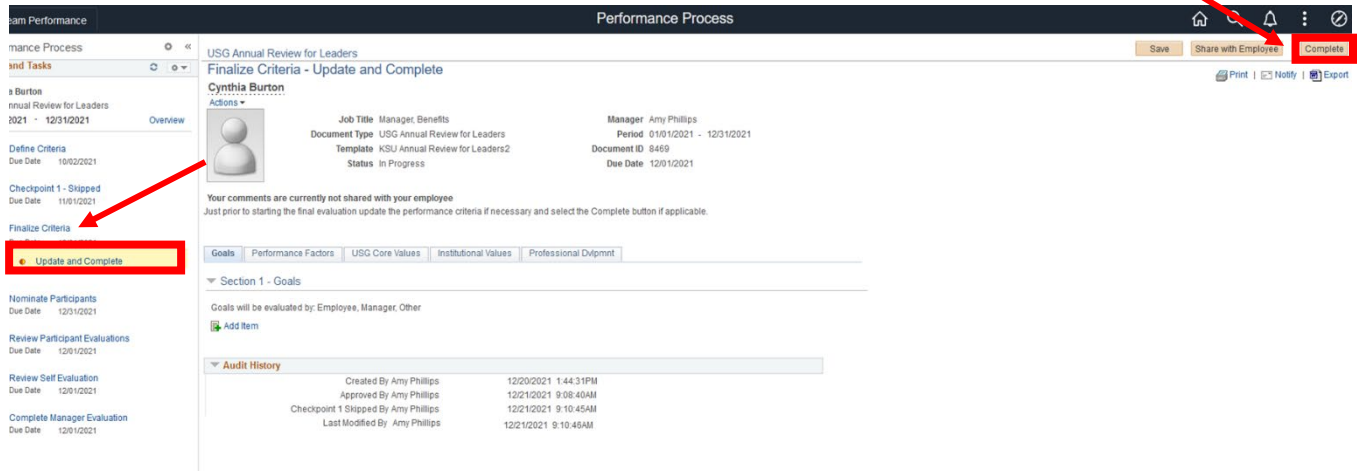




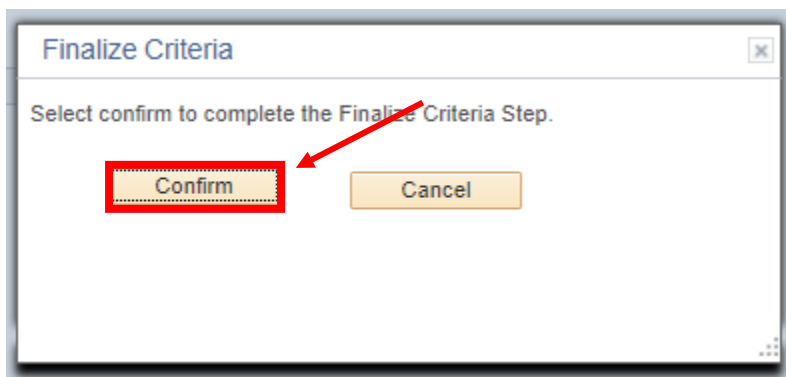
6. A text box will show up again. Please click **"confirm"**.



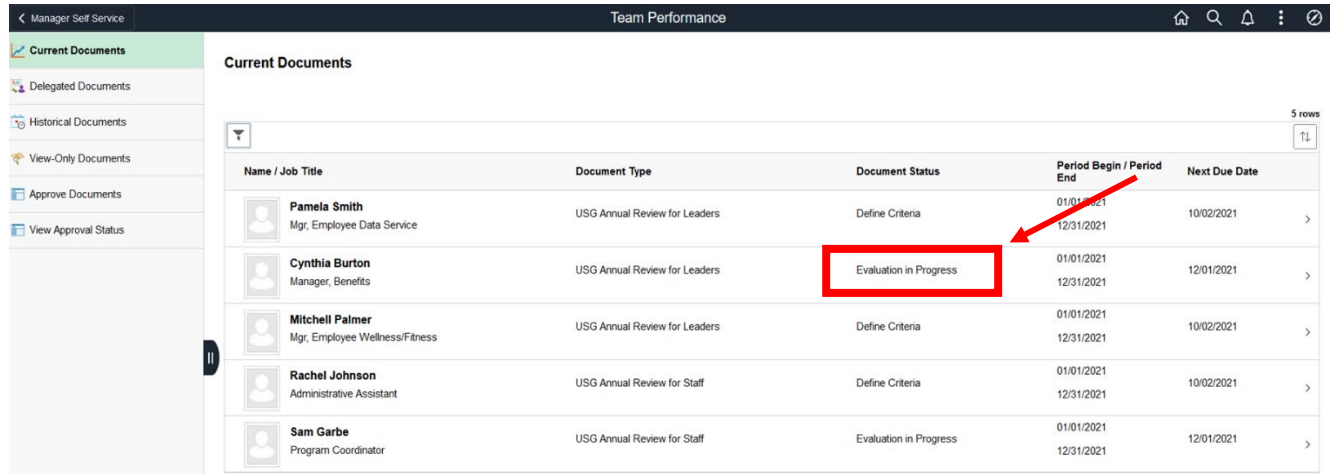
7. Click on **"Finalize Criteria"** on the left navigation bar again and click **"complete"** in the upper right.



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



- 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.



Name / Job Title	Document Type	Document Status	Period Begin / Period End	Next Due Date
Pamela Smith Mgr, Employee Data Service	USG Annual Review for Leaders	Define Criteria	01/01/2021 12/31/2021	10/02/2021
Cynthia Burton Manager, Benefits	USG Annual Review for Leaders	Evaluation in Progress	01/01/2021 12/31/2021	12/01/2021
Mitchell Palmer Mgr, Employee Wellness/Fitness	USG Annual Review for Leaders	Define Criteria	01/01/2021 12/31/2021	10/02/2021
Rachel Johnson Administrative Assistant	USG Annual Review for Staff	Define Criteria	01/01/2021 12/31/2021	10/02/2021
Sam Garbe Program Coordinator	USG Annual Review for Staff	Evaluation in Progress	01/01/2021 12/31/2021	12/01/2021

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