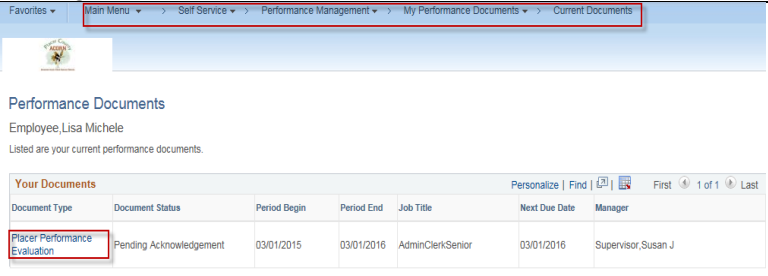
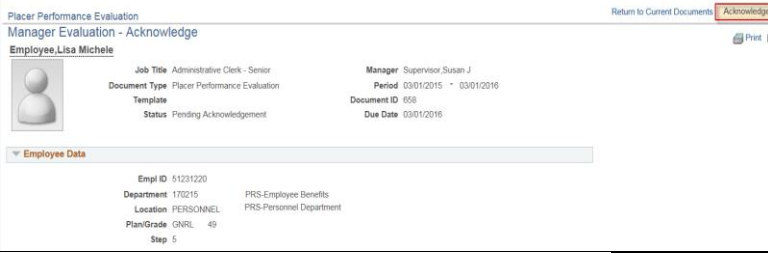


Employee Acknowledgement of Evaluation

Navigation: Main Menu>Self Service>Performance Management>My Performance Documents>Current Documents															
Instructions	ACORN Page														
<p>PURPOSE: After reviewing the evaluation with the Supervisor, the Supervisor will send a Request for Acknowledgement. The Employee will need to acknowledge that they received their evaluation in order for the Supervisor to complete the evaluation through the ACORN system.</p>															
<p>1. Navigate to Main Menu>Self Service>Performance Management>My Performance Documents>Current Documents. Select the "Placer Performance Review" document with a "Pending Acknowledgement" status.</p>	 <table border="1"> <thead> <tr> <th>Document Type</th> <th>Document Status</th> <th>Period Begin</th> <th>Period End</th> <th>Job Title</th> <th>Next Due Date</th> <th>Manager</th> </tr> </thead> <tbody> <tr> <td>Placer Performance Evaluation</td> <td>Pending Acknowledgement</td> <td>03/01/2015</td> <td>03/01/2016</td> <td>AdminClerkSenior</td> <td>03/01/2016</td> <td>Supervisor,Susan J</td> </tr> </tbody> </table>	Document Type	Document Status	Period Begin	Period End	Job Title	Next Due Date	Manager	Placer Performance Evaluation	Pending Acknowledgement	03/01/2015	03/01/2016	AdminClerkSenior	03/01/2016	Supervisor,Susan J
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Placer Performance Evaluation	Pending Acknowledgement	03/01/2015	03/01/2016	AdminClerkSenior	03/01/2016	Supervisor,Susan J									
<p>2. Click the "Acknowledge" button in the upper right-hand corner.</p>	 <p>Placer Performance Evaluation Manager Evaluation - Acknowledge Employee: Lisa Michele Job Title: Administrative Clerk - Senior Manager: Supervisor,Susan J Document Type: Placer Performance Evaluation Period: 03/01/2015 - 03/01/2016 Template: Placer Performance Evaluation Status: Pending Acknowledgement Document ID: 658 Due Date: 03/01/2016</p> <p>Employee Data Empl ID: 51231220 Department: 170215 PRS-Employee Benefits Location: PERSONNEL PRS-Personnel Department Plan/Grade: GNRL 49 Step: 5</p>														
<p>3. By clicking the "Confirm" button the Employee acknowledges they have reviewed the evaluation with their Supervisor.</p>	<p>Confirm Review Action</p> <p>You have chosen to acknowledge that you and your manager have reviewed this document.</p> <p><input type="button" value="Confirm"/> <input type="button" value="Cancel"/></p>														
<p>4. A confirmation window will appear. The Employee has successfully acknowledged their evaluation and the Supervisor will be notified via e-mail.</p>	<p>Placer Performance Review</p> <p>Confirmation - Employee Acknowledgement</p> <p>✔ You have successfully acknowledged this document.</p>														