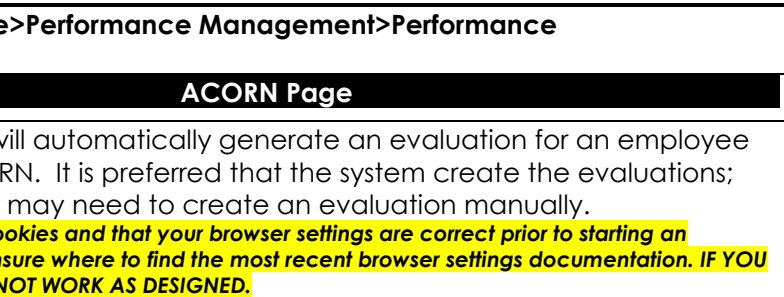
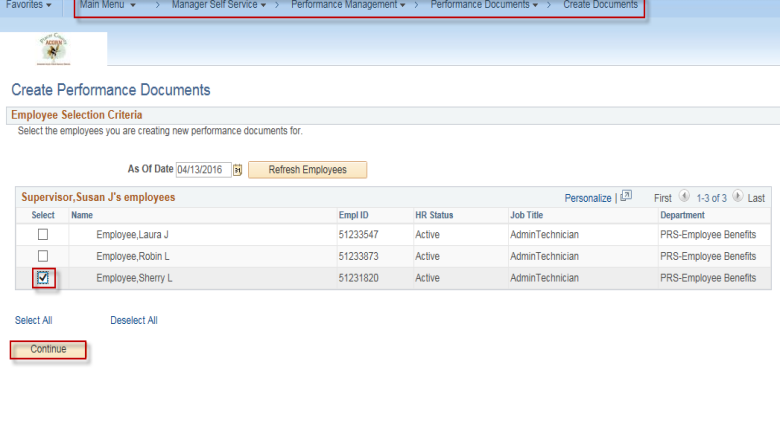
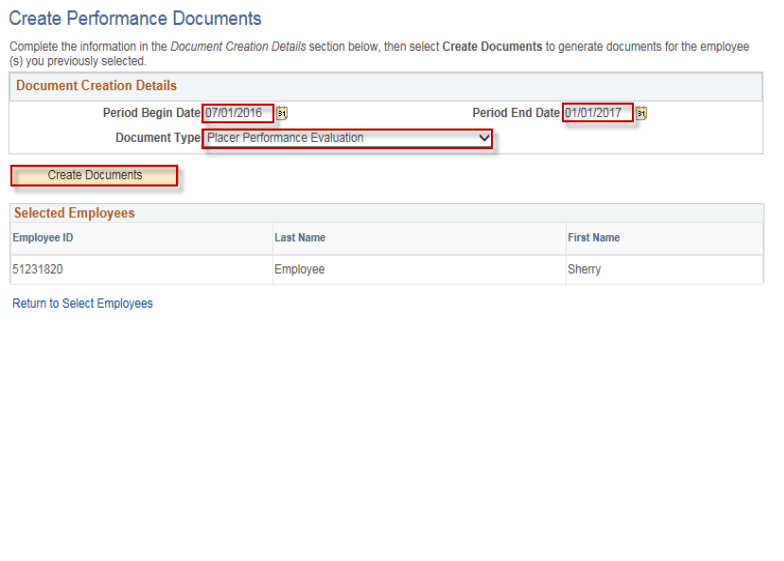




Supervisor Manually Creates an Evaluation

Navigation: Main Menu>Manager Self Service>Performance Management>Performance Documents>Create Documents	
Instructions	ACORN Page
<p><b>PURPOSE:</b> The ACORN ePerformance system will automatically generate an evaluation for an employee 90-days prior to the Next Review date in ACORN. It is preferred that the system create the evaluations; however, there are times when the Supervisor may need to create an evaluation manually.</p> <p><b>IMPORTANT – Please ensure you clear your cache and cookies and that your browser settings are correct prior to starting an evaluation. Please email <a href="mailto:ePerf@placerco.ad">ePerf@placerco.ad</a> if you are unsure where to find the most recent browser settings documentation. IF YOU DO NOT PERFORM THESE FUNCTIONS ePerformance MAY NOT WORK AS DESIGNED.</b></p>	
<p>1. Navigate to <b>Main Menu&gt;Manager Self Service&gt;Performance Management&gt;Performance Documents&gt;Create Documents</b>. ACORN will return all Employees that currently report to the Supervisor. Click the checkbox next to the employee you want to create an evaluation for. Click the “Continue” button.</p>	
<p>2. “Document Creation Details” enter the following:</p> <ul style="list-style-type: none"> <li>• Period Begin Date</li> <li>• Period End Date</li> <li>• Document Type - choose “Placer Performance Evaluation”</li> </ul> <p>3. Click the “Create Documents” button.</p> <p><b>Note:</b> Be sure the dates entered are correct. Once the evaluation is created, the dates cannot be changed.</p>	
<p>4. The results page will appear identifying the evaluation is successfully created for the selected employee.</p>	

Supervisor Manually Creates an Evaluation


5. The Supervisor can now navigate to **Main Menu>Workforce Development>Performance Management>Performance Documents>Current Documents** to access the evaluation created.

Favorites > Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents



Current Performance Documents  
Listed are the current performance documents for which you are the Manager.

Filter Criteria

Documents you own						Personalize   Find   	First	1-3 of 3	Last
Name	Document Type	Document Status	Period Begin	Period End	Job Title	Next Due Date			
Employee_Lisa C	Placer Performance Evaluation	Evaluation in Progress	03/01/2015	03/01/2016	AdminClerk/Senior	03/01/2016			
Employee_Lisa Michele	Placer Performance Evaluation	Pending Acknowledgement	03/01/2015	03/01/2016	AdminClerk/Senior	03/01/2016			
Employee_Sherry L	Placer Performance Evaluation	Evaluation in Progress	07/01/2016	01/01/2017	AdminTechnician	01/01/2017			