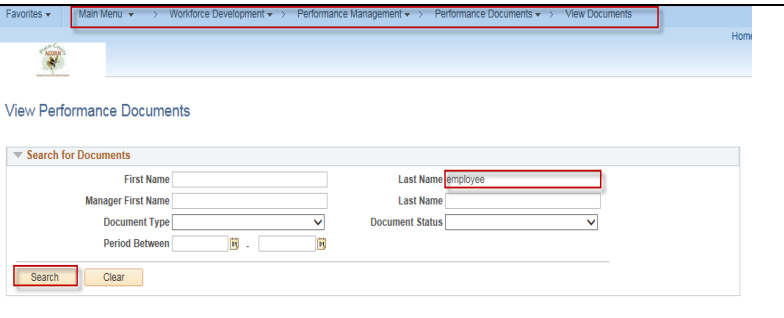
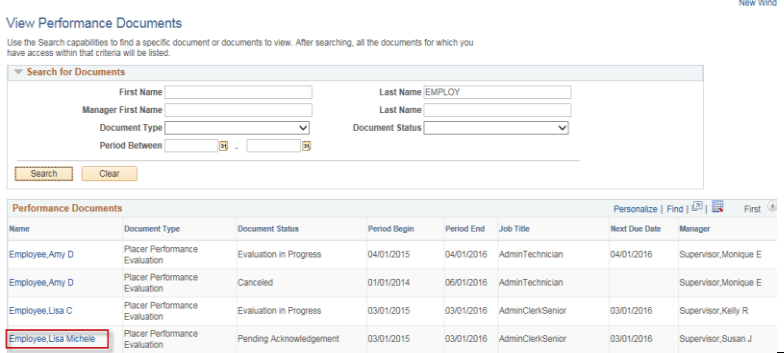
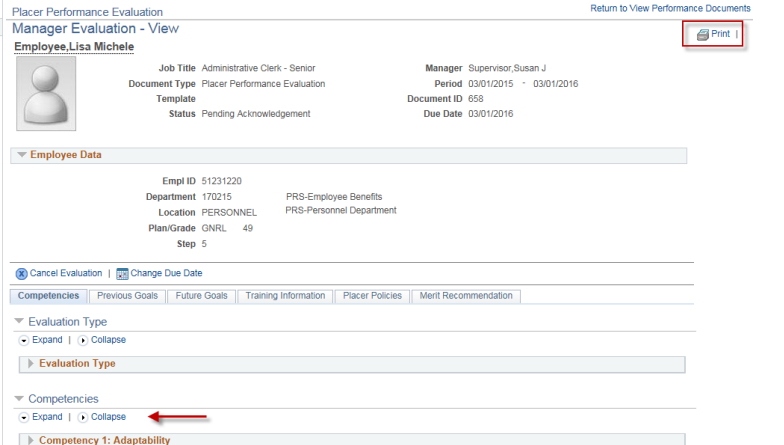


View Performance Documents

Navigation: Main Menu>Workforce Development>Performance Management>Performance Documents>View Documents

Instructions	ACORN Page																																								
<p>PURPOSE: This process illustrates how the Department ePerformance Admins can view employee evaluations for their department.</p> <p>1. Navigate to Main Menu>Workforce Development>Performance Management>Performance Documents>View Documents. Search for an Employee's evaluation by identifying criteria and clicking the "Search" button.</p>	 <p>The screenshot shows the ACORN search interface. The breadcrumb navigation is highlighted: Main Menu > Workforce Development > Performance Management > Performance Documents > View Documents. The search form includes fields for First Name, Manager First Name, Document Type, Period Between, Last Name (with 'employee' entered), and Document Status. A 'Search' button is highlighted with a red box.</p>																																								
<p>2. Select the Employee's name to view the evaluation.</p>	 <p>The screenshot shows the search results page. A table titled 'Performance Documents' is displayed with columns: Name, Document Type, Document Status, Period Begin, Period End, Job Title, Next Due Date, and Manager. The row for 'Employee, Lisa Michele' is highlighted with a red box.</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Name</th> <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>Employee, Amy D</td> <td>Placer Performance Evaluation</td> <td>Evaluation in Progress</td> <td>04/01/2015</td> <td>04/01/2016</td> <td>AdminTechnician</td> <td>04/01/2016</td> <td>Supervisor, Monique E</td> </tr> <tr> <td>Employee, Amy D</td> <td>Placer Performance Evaluation</td> <td>Canceled</td> <td>01/01/2014</td> <td>06/01/2016</td> <td>AdminTechnician</td> <td></td> <td>Supervisor, Monique E</td> </tr> <tr> <td>Employee, Lisa C</td> <td>Placer Performance Evaluation</td> <td>Evaluation in Progress</td> <td>03/01/2015</td> <td>03/01/2016</td> <td>AdminClerk/Senior</td> <td>03/01/2016</td> <td>Supervisor, Kelly R</td> </tr> <tr style="border: 2px solid red;"> <td>Employee, Lisa Michele</td> <td>Placer Performance Evaluation</td> <td>Pending Acknowledgement</td> <td>03/01/2015</td> <td>03/01/2016</td> <td>AdminClerk/Senior</td> <td>03/01/2016</td> <td>Supervisor, Susan J</td> </tr> </tbody> </table>	Name	Document Type	Document Status	Period Begin	Period End	Job Title	Next Due Date	Manager	Employee, Amy D	Placer Performance Evaluation	Evaluation in Progress	04/01/2015	04/01/2016	AdminTechnician	04/01/2016	Supervisor, Monique E	Employee, Amy D	Placer Performance Evaluation	Canceled	01/01/2014	06/01/2016	AdminTechnician		Supervisor, Monique E	Employee, Lisa C	Placer Performance Evaluation	Evaluation in Progress	03/01/2015	03/01/2016	AdminClerk/Senior	03/01/2016	Supervisor, Kelly R	Employee, Lisa Michele	Placer Performance Evaluation	Pending Acknowledgement	03/01/2015	03/01/2016	AdminClerk/Senior	03/01/2016	Supervisor, Susan J
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<p>3. The evaluation will open and is view only.</p> <p>4. If it is desired to print the evaluation, click the "Print" link in the upper right-hand corner.</p>	 <p>The screenshot shows the 'Placer Performance Evaluation - View' page for Employee Lisa Michele. A 'Print' link is highlighted with a red box in the top right corner. Below the header, there is an 'Employee Data' section with fields for Empl ID, Department, Location, Plan/Grade, and Step. At the bottom, there is a 'Competencies' section with an 'Expand' button and a red arrow pointing to it.</p>																																								

View Performance Documents

5. A new window will appear. Click on "File" then "Print". Close the window to return to ACORN.

The screenshot shows a web browser window with the following content:

Placer Performance Evaluation
Manager Evaluation - View

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: 5 **Document ID:** 658
Status: Pending Acknowledgement

Employee Data	
Empl ID :	51231220
Department :	170215 PRS-Employee Benefits
Location Code :	PERSONNEL PRS-Personnel Department
Salary Plan/Grade :	GNRL 49
Salary Step :	5