Manager - Historical Documents

Managers can review their completed staff evaluations under Historical Documents.

1. From the PeopleSoft homepage, select the **Manager Self Service** option from the dropdown.
2. Select the **Team Performance** tile.
3. From the side panel, select **Historical Documents**.
4. Select the **employee evaluation** you would like to review.

5. Verify employee information.
6. Review feedback provided under each **tab**.