Task Panel

The Task Panel displays the status of the staff performance evaluation and provides quick access links which can be used to review completed sections.

- Employee Name
- Evaluation Period

The Task Panel shows the following sections:
1. Goal Setting
2. Review Self Evaluation
3. Complete Manager Evaluation

- Green represents a completed step/task.
- Yellow represents a pending step/task.

- Use the left arrows to hide the Task Panel.
- Use the Task Settings icon to minimize Steps and Tasks.
- Use the Refresh icon to refresh the Task Panel.
- Use the View link to review information that has already been submitted in the respective section.
- If the employee has completed the self-evaluation, use the View link to review their completed self-evaluation. Otherwise, you will not see any details.
- All tasks that must be completed under each section will be displayed.
- If there are multiple tasks, the icons will change from yellow to green as you complete each task.