

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.

Performance Process

Steps and Tasks

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UTEP Performance Evaluation
10/01/2019 - 12/31/2019

▼ **Goal Setting** 1
Due Date 03/31/2019
[View](#)

▼ **Review Self Evaluation** 2
Due Date 12/31/2019
[View](#)

▼ **Complete Manager Evaluation** 3
Due Date 03/30/2020

Update and Submit

- Pending Approval
- Share with Employee
- Request Acknowledgement
- Pending Acknowledgement
- Complete

Callouts:

- Employee Name
- Evaluation Period
- The Task Panel shows the following sections:
 - Goal Setting
 - Review Self Evaluation
 - 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.