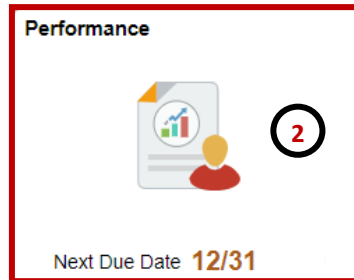
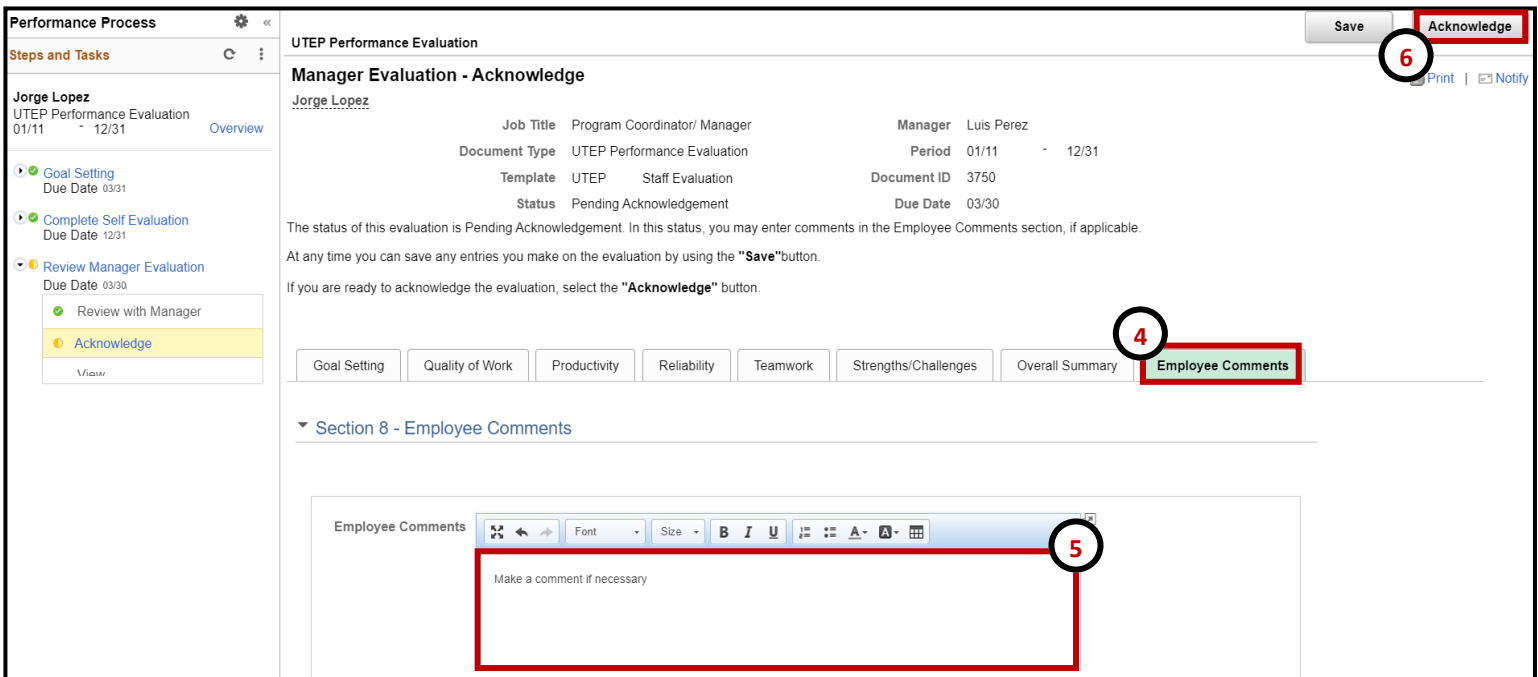
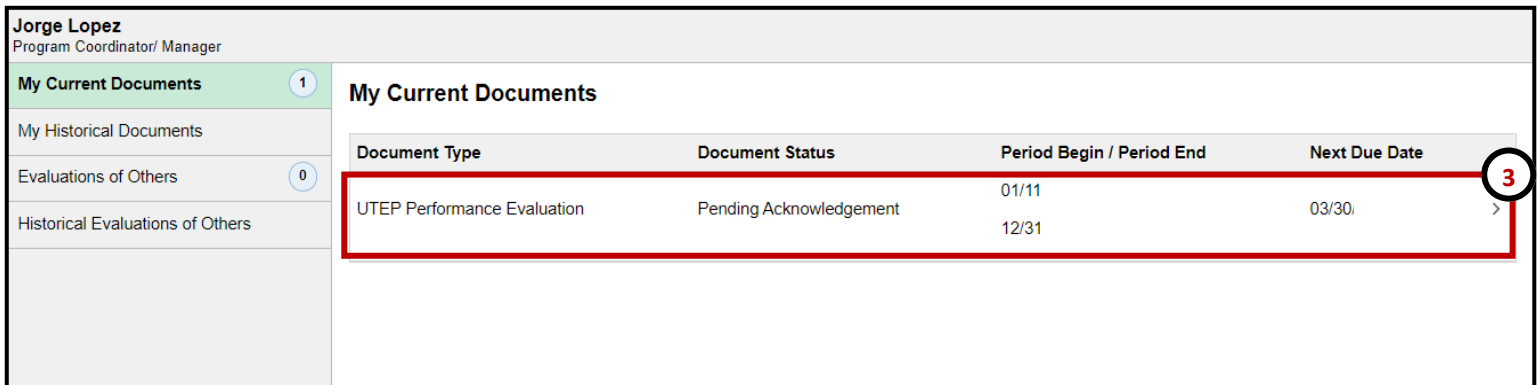


Employee - Acknowledge Evaluation

After the employee has a one on one session with the manager to discuss the evaluation; the employee needs to login and acknowledge that the evaluation has been reviewed.



1. From the PeopleSoft homepage, select the **Employee Self Service** option from the dropdown.
2. Select the **Performance** tile.
3. From the **My Current Documents** page, select the document which shows a status of **Pending Acknowl-**



Acknowledge Review Held

You have chosen to acknowledge that you and your manager have reviewed this document.

Confirm

Cancel

4. Go to the **Employee Comments** tab.
5. Add **employee comments** (optional).
6. From the top right corner, click **Acknowledge**.
7. Select **Confirm** to complete this process.