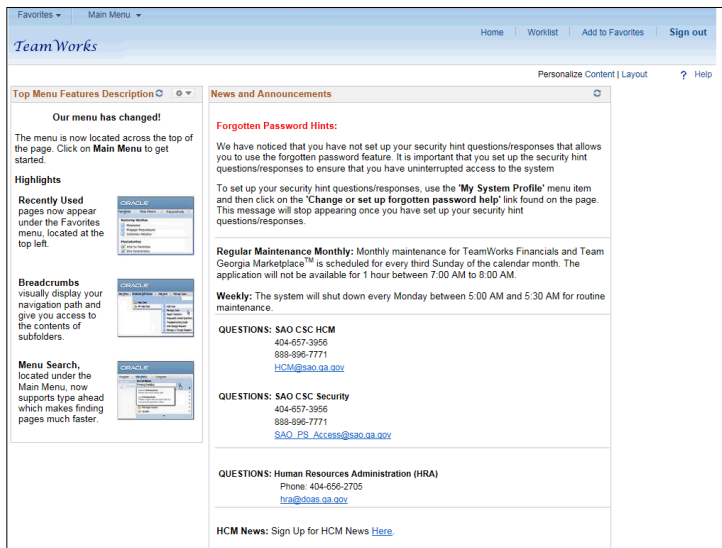

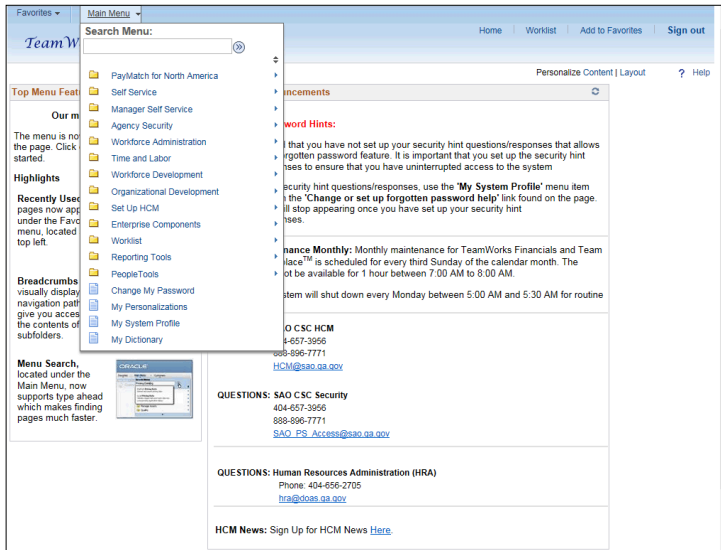


## Acknowledging a Review Meeting - ESS

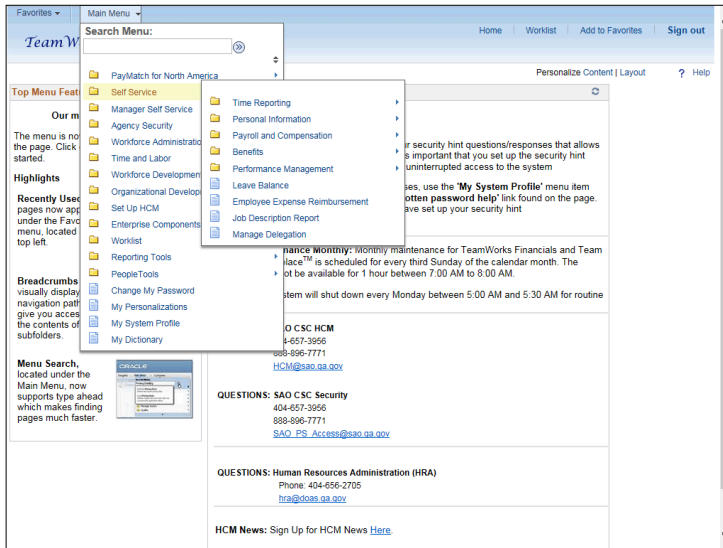


Step	Action
1.	<p>Begin by navigating to the <b>Current Documents</b> page.</p> <p><b>Note:</b> This simulation is an example of a transaction. When entering a transaction in the live TeamWorks HCM system, please select all values and options based on agency policy, the paperwork on hand and the current situation.</p> <p>Click the <b>Main Menu</b> link.</p> <p></p>

**Job Aid**

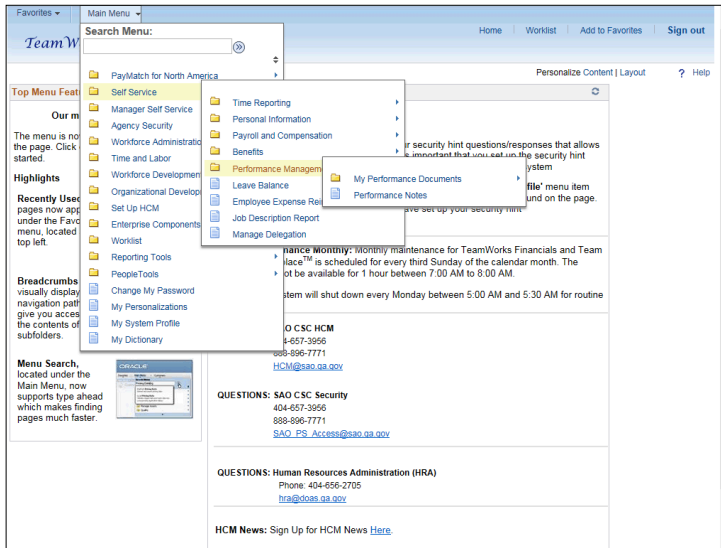


Step	Action
2.	Click the <b>Self Service</b> link. <a href="#">Self Service</a>

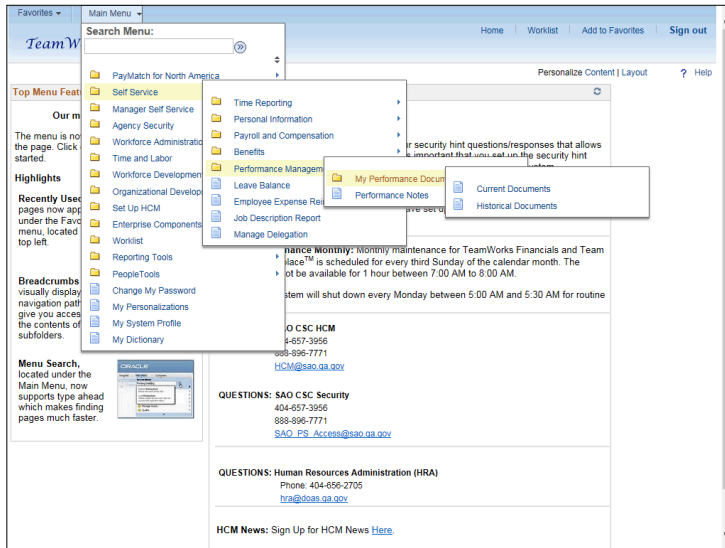


Step	Action
3.	Click the <b>Performance Management</b> link. <a href="#">Performance Management</a>

# Job Aid



Step	Action
4.	Click the <b>My Performance Documents</b> link. <a href="#">My Performance Documents</a>



Step	Action
5.	Click the <b>Current Documents</b> link. <a href="#">Current Documents</a>

## Job Aid



TeamWorks

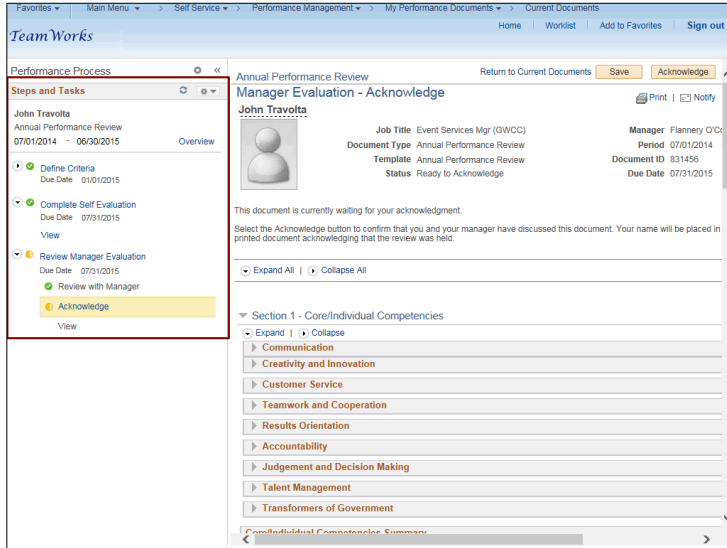
Current Performance Documents

John Travolta

Listed are your current performance documents.

Employee ID	Document Type	Document Status	Period Begin	Period End	Job Title	Next Due Date	Manager	Department
00272159	Annual Performance Review	Define Criteria	07/01/2016	06/30/2017	Event Services Mgr (GWCC)	01/01/2017	Flannery O'Connor	922408
00272159	Annual Performance Review	Ready to Acknowledge	07/01/2014	06/30/2015	Event Services Mgr (GWCC)	07/31/2015	Flannery O'Connor	922408

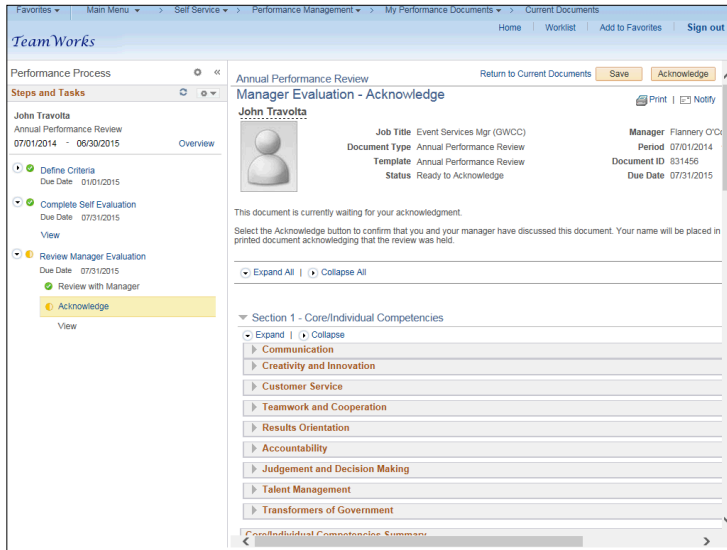
Step	Action
6.	<p>Note the Document Status is marked <b>Ready to Acknowledge</b>.</p> <p>Click the <b>Annual Performance Review</b> link.</p> <p><a href="#">Annual Performance Review</a></p>




Step	Action
7.	<p>Notice in the <b>Steps and Tasks</b> pagelet the <b>Define Criteria</b> and <b>Complete Self Evaluation</b> steps are marked complete with a green check mark.</p> <p>The <b>Review with Manager</b> step is also marked complete in the <b>Review Manager Evaluation</b> step, The next step in the performance review process is <b>Acknowledge</b>.</p>

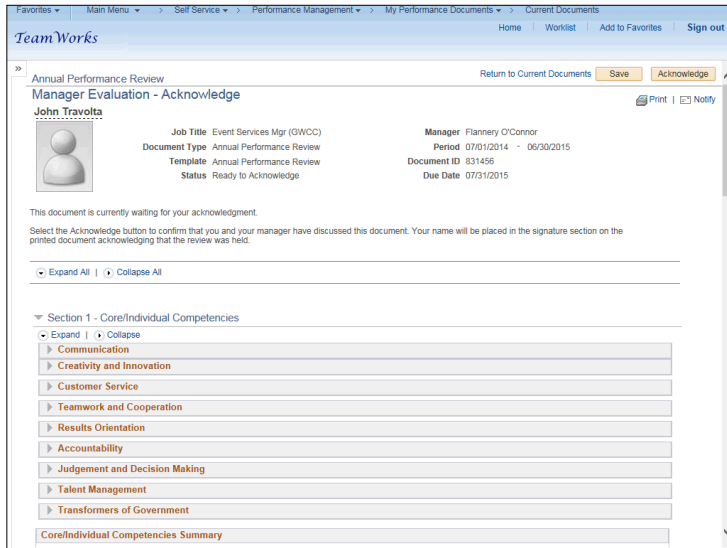
**Commented [PM1]:** Are we calling this a pagelet or a pane?

Job Aid



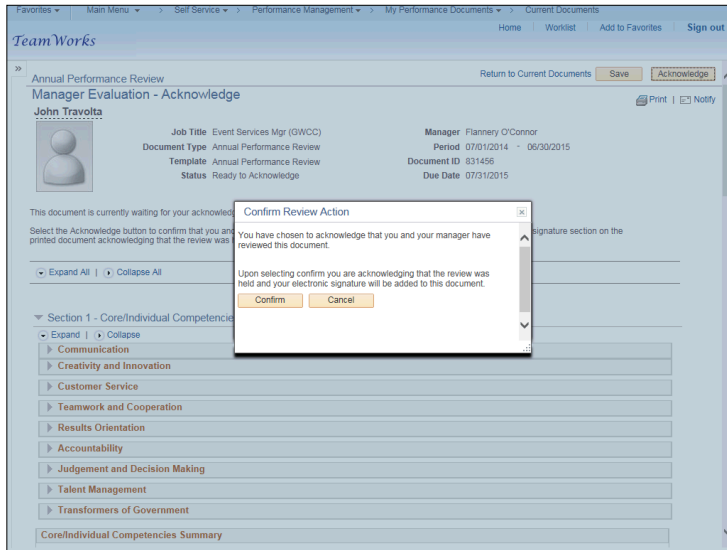
Step	Action
8.	Click the <b>double arrow</b> to hide the <b>Performance Process</b> pagelet. <div style="text-align: center;">  </div>

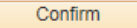


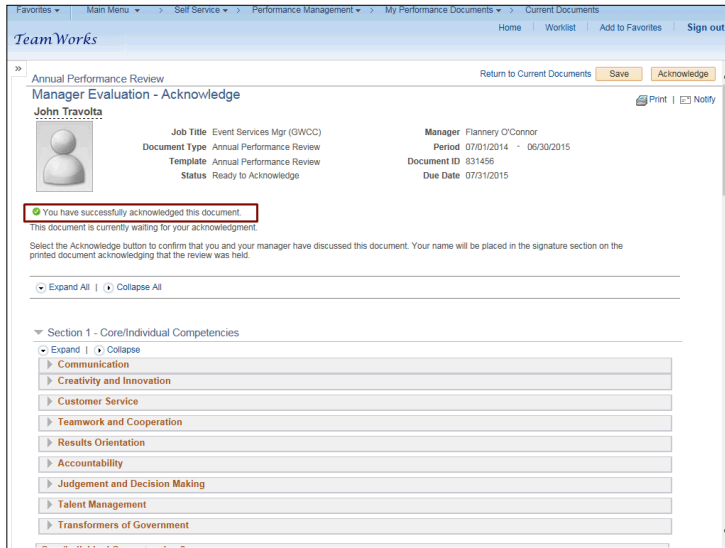


Step	Action
9.	<p>Now, click the <b>Acknowledge</b> button.</p> <p><b>Note:</b> Users <u>can</u> <b>should</b> review the document before clicking the <b>Acknowledge</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Acknowledge</div>

**Job Aid**

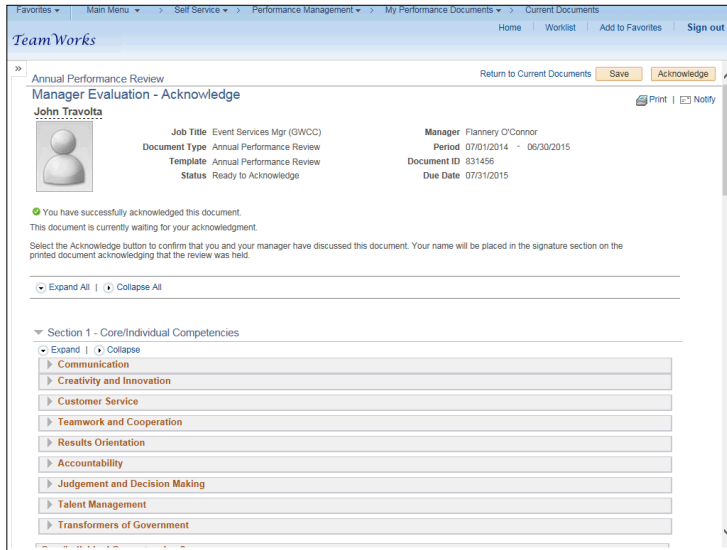



Step	Action
10.	To confirm the acknowledgement, click the <b>Confirm</b> button. <div style="text-align: center; margin-top: 5px;">  </div>

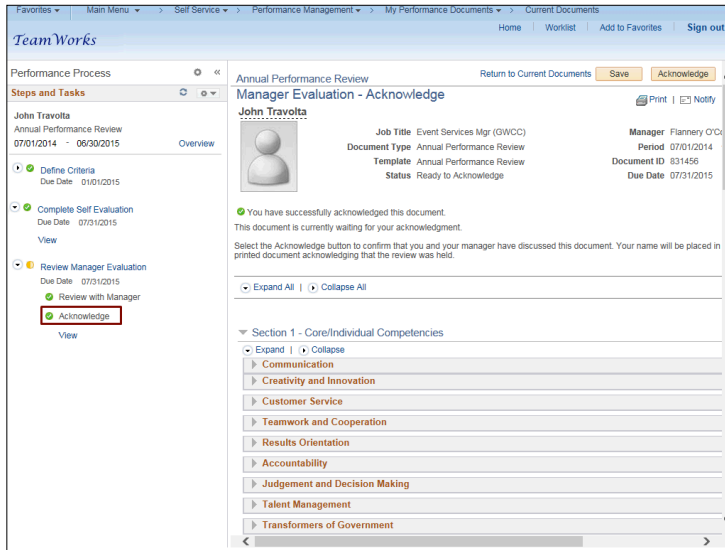


Step	Action
11.	The user has successfully acknowledged the document.

**Job Aid**



Step	Action
12.	Click the <b>double arrow</b> to show the Performance Process pagelet. 



Step	Action
13.	<p>Note the <b>Acknowledge</b> step is now marked complete.</p> <p>Click the <b>Return to Current Documents</b> link.</p> <p><a href="#">Return to Current Documents</a></p>

**Job Aid**



TeamWorks

Current Performance Documents

John Travolta

Listed are your current performance documents.

Employee ID	Document Type	Document Status	Period Begin	Period End	Job Title	Next Due Date	Manager	Department
00272159	Annual Performance Review	Define Criteria	07/01/2016	06/30/2017	Event Services Mgr (GWCC)	01/01/2017	Flannery O'Connor	922408
00272159	Annual Performance Review	Acknowledged	07/01/2014	06/30/2015	Event Services Mgr (GWCC)	07/31/2015	Flannery O'Connor	922408

Step	Action
14.	The <b>Current Performance Documents</b> page indicates that the review meeting <u>and finalized evaluation <del>is</del> are</u> acknowledged. The next step in the process involves the manager finalizing the performance document.



## Job Aid

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TeamWorks

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Current Performance Documents

John Travolta

Listed are your current performance documents.

Employee ID	Document Type	Document Status	Period Begin	Period End	Job Title	Next Due Date	Manager	Department
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00272159	Annual Performance Review	Acknowledged	07/01/2014	06/30/2015	Event Services Mgr (GWCC)	07/31/2015	Flannery O'Connor	922408

Step	Action
15.	<b>Congratulations!</b> You have acknowledged a <a href="#">performance evaluation document and review meeting</a> . <b>End of Procedure.</b>