





CCE Manager Guide 2017-18

Year-end Appraisal Process

	<p>Putting the Pieces Together</p> <p>The Core Competency Evaluation (CCE) year-end appraisal process is the time to formally reflect, document and discuss employee performance over the past year.</p> <p>This guide outlines how to:</p> <ul style="list-style-type: none"> • Log in to Infor HR—(pg. 2) • Approve other raters - (pg. 3) • Locate and start the appraisal - (pg. 5) • Finalize the appraisal, update the overall rating, and submit the appraisal for Employee Acknowledgment - (pg. 11) • (Optional) Manager locates and opens completed appraisals - (pg. 13)
	<p>Which Outcome to Expect</p> <p>Upon completion of this process, the appraisal process will be completed. The finished appraisal will be found on the Historical tab when viewing the employee's appraisals.</p>
	<p>Navigating the Process</p> <p>Related Guides:</p> <p style="padding-left: 40px;">Add an Other Rater (Manager)</p> <p style="padding-left: 40px;">Reassign an Appraisal (Manager)</p> <p>To locate these guides, log in to Learning Space.</p> <p>Click My Catalogs > from the menu on the left, click Search Documents.</p> <p>Then, use the Keyword field to search for the guide you are looking for.</p>
	<p>Who to Contact</p> <p>For questions about this process, please contact your HR Partner.</p>



ACTION:

Log in to Infor HR

The screenshot shows the top of the theCOMMONS website. The navigation bar includes links for DPSK12.ORG, HELP, PORTALS AND TOOLS (circled in red with a red 'a' callout), and OPTIONS. Below the navigation bar is a search bar and a dropdown menu for PORTALS AND TOOLS. The dropdown menu lists several options: DCTA Website, Employee Action Center (circled in red with a red 'b' callout), Principal Portal, RICOH Service Center, Office Professional Portal, Teacher Portal, and User Override. Below the navigation bar is a blue banner with links for Team DPS, News, Human Resources, and Department Directory. Below the banner is a video player showing a group of people in a kitchen setting.

1) Access thecommons.dpsk12.org.
Using the **Portals and Tools** (a) dropdown at the top of the screen, select **Employee Action Center** (b).

Denver Public Schools is ensuring that children receive nutritious meals when school is not in session. The Summer Meal Program, offered during summer months, provides wholesome meals to all children at no charge, regardless of income, race or religion.

READ MORE

The screenshot shows the 'Where to Find Additional Resources' section of the theCOMMONS website. The section is titled 'Where to Find Additional Resources' and contains a list of resources. The first resource is the 'Infor HR Resource Center' (a), which is circled in red. The other resources are the 'Learning Space Resource Center', 'Financial Services Resource Center', 'Employee Space', 'Manager Space', and 'True Pay'. Each resource has a 'VISIT' button.

Where to Find Additional Resources

- From this page, you can access the **Infor HR Resource Center** (a) on the left for quick access to step-by-step guides & resources for all Employee & Manager Space processes.

Employee Action Center ▼

- Infor HR Resource Center** (a)
- Learning Space Resource Center
- Financial Services Resource Center

Employee Space

- View benefits
- Update personal information
- View paycheck and pay history
- Update direct deposits
- Access tax elections and forms

VISIT

Manager Space

- Post a job opening
- Manage goals and performance
- Request a stipend

VISIT

True Pay

- View vacation, personal and sick balances
- Request time off and leave of absence
- Manage time and attendance

VISIT

Employee Action Center

Employee Action Center ▾

- Infor HR Resource Center
- Learning Space Resource Center
- Financial Services Resource Center

What Do You Want to Do?

Employee Space

- View benefits
- Update personal information
- View paycheck and pay history
- Update direct deposits
- Access tax elections and forms

VISIT **a**

Manager Space

- Post a job opening
- Manage goals and performance
- Request a stipend

VISIT

True Pay

- View vacation, personal and sick balances
- Request time off and leave of absence
- Manage time and attendance

VISIT

Benefits

ENROLL OR WAIVE

DPS Jobs

APPLY

2) Click **Visit (a)** under the **Manager Space** section to access Infor HR.

 **Students First** **Integrity** **Equity** **Collaboration** **Accountability** **Fun** *Every Child Succeeds*

infor™

3) Using your district credentials, enter your **User Name** and **Password (a)**, then click the **blue arrow (b)** to log in.

a **b**

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Technology 11.0.0.1013

ACTION: Approve Other Raters

1) Click on your name (a) and select **My Inbasket** (b) from the menu.

Please Note

- You will only be able to complete this step if your employee has requested other raters in Infor HR. You will receive an email notification letting you know when an employee has requested other raters.

2) From your Inbasket, double click on the Work Item labeled **Request Other Rater Appraisal** that includes your employee's name.

Please Note

- The Originator seen on the work item is the HR team member who launched your appraisal in Infor HR. Please disregard this information.

Employment ID: 100016200 Zarah Zanders

Appraisal: Core Competencies Evaluation ...

Position: 35082











Appraisal Period: 7/1/2017 - 6/30/2018

Due Date: 8/10/2018

Comment:

3) On the Request Other Rater form, review the names of the other raters your employee requested. If you want to add or change the other raters, click the **Search icon (a)** to search for an employee. Be sure to check the **boxes (b)** to indicate the relationship of the other rater to your employee. Once you are satisfied with the list, click **Approve (c)**.

Other Raters Selected To Provide Feedback

Other Rater: 100259730 	Zelma Zinobia	<input checked="" type="checkbox"/> Colleague	<input type="checkbox"/> Internal Customer or Client	<input type="checkbox"/> Other
Other Rater: 		<input type="checkbox"/> Colleague	<input type="checkbox"/> Internal Customer or Client	<input type="checkbox"/> Other
Other Rater: 		<input type="checkbox"/> Colleague	<input type="checkbox"/> Internal Customer or Client	<input type="checkbox"/> Other
Other Rater: 		<input type="checkbox"/> Colleague	<input type="checkbox"/> Internal Customer or Client	<input type="checkbox"/> Other
Other Rater: 		<input type="checkbox"/> Colleague	<input type="checkbox"/> Internal Customer or Client	<input type="checkbox"/> Other
Other Rater: 		<input type="checkbox"/> Colleague	<input type="checkbox"/> Internal Customer or Client	<input type="checkbox"/> Other
Other Rater: 		<input type="checkbox"/> Colleague	<input type="checkbox"/> Internal Customer or Client	<input type="checkbox"/> Other
Other Rater: 		<input type="checkbox"/> Colleague	<input type="checkbox"/> Internal Customer or Client	<input type="checkbox"/> Other
Other Rater: 		<input type="checkbox"/> Colleague	<input type="checkbox"/> Internal Customer or Client	<input type="checkbox"/> Other
Other Rater: 		<input type="checkbox"/> Colleague	<input type="checkbox"/> Internal Customer or Client	<input type="checkbox"/> Other

**Please Note**

• Once you approve the Other Rater Request, it can't be completed again. To add more other raters after this process has been completed, see the guide on how to add other raters.

C

a

b

c

4) Complete any other remaining other rater requests. When you are done, click the back button on your browser to return to the home page.

infor Employee

My Reviews Manage Goals View Compensation My Devs

Inbasket

Task	Work Item Count
Ziggy Zardust	1

Records Per Page: 20

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Work Items

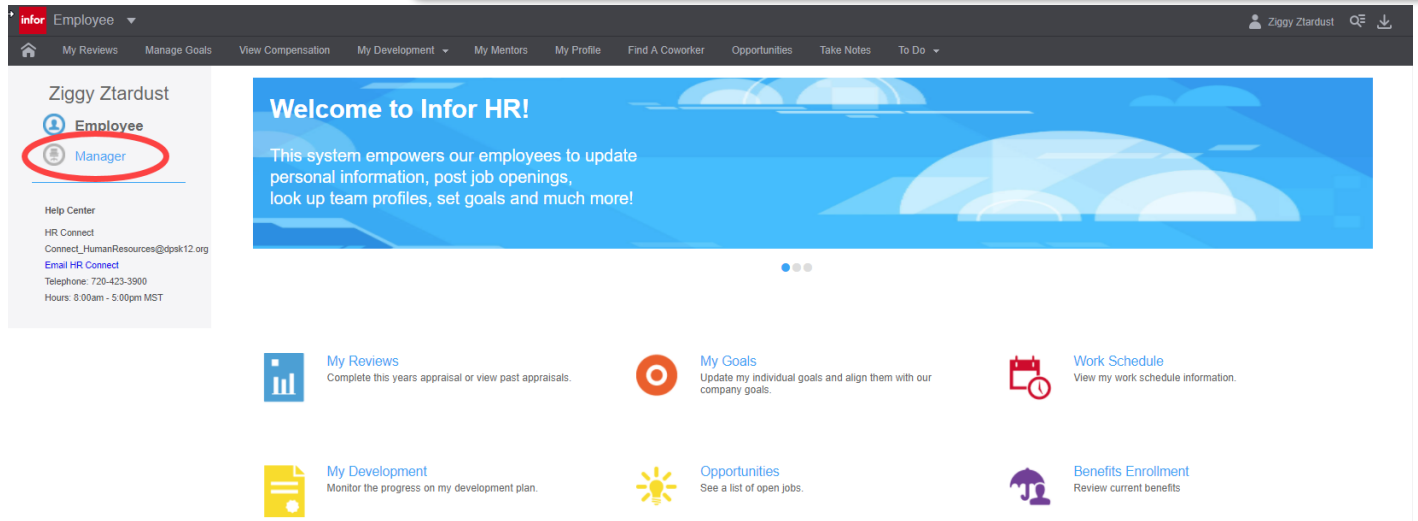
Work Unit	Work Description	Start Date
999817	Request Other Rater Appraisal 1; 100016200-Zande	2/28/2018 1:44:31 PM

**Which Outcome to Expect**

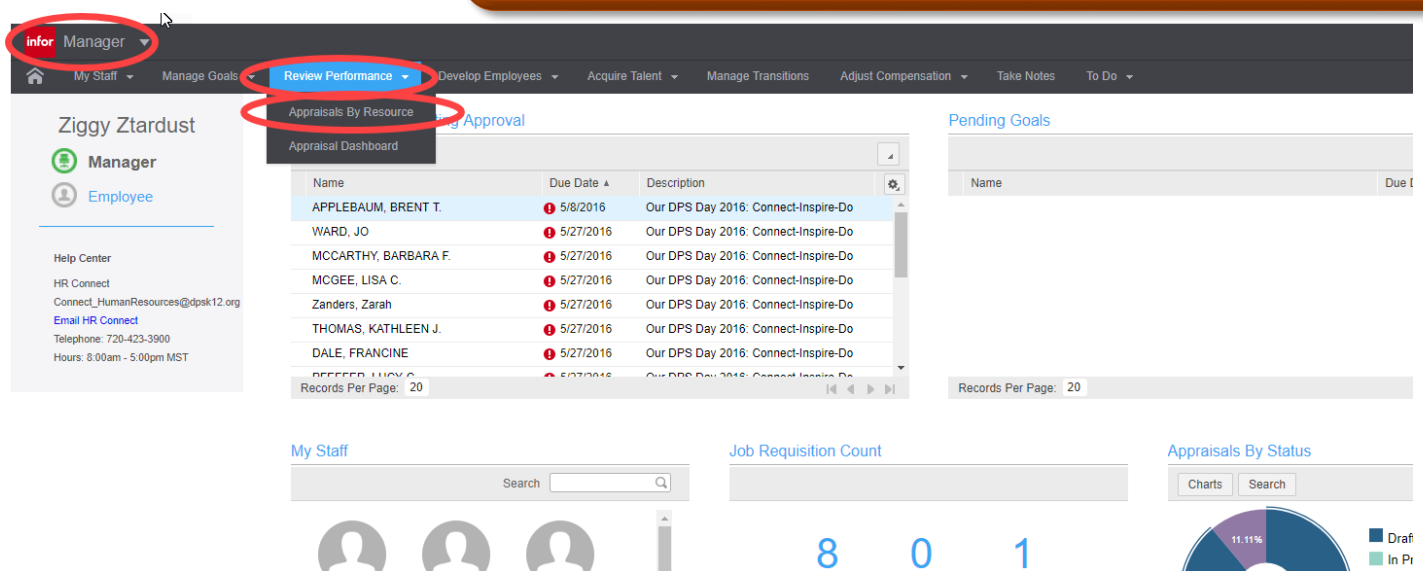
• Once the request is approved, the Other raters will receive an email letting them know that they have been asked to be an other rater for your employee.

ACTION: Locate and begin the appraisal

1) Click **Manager** in the left hand menu to open Manager Space.



2) Verify that you are in **Manager Space (a)** by checking the top left corner of the screen. Click **Review Performance (b)** at the top of the screen and select **Appraisals By Resource (c)** from the drop down menu.



infor Manager ▾

Home My Staff ▾ Manage Goals ▾ Review Performance ▾ Transitions Adjust Compensation

My Staff **My Appraisals** All Active

Create Resource Appraisals

Search

APPLEBAUM, BRENT T.
ASSISTANT PRINCIPAL, ELEMENTARY

Active Finalized Historical

Appraisal	Due Date ▲	Status
-----------	------------	--------

3) Click **My Appraisals** to see a list of all the appraisals that are assigned to you.

4) Double click an employee's appraisal to open it.

infor Manager ▾

Home My Staff ▾ Manage Goals ▾ Review Performance ▾ Develop Employees ▾ Acquire Talent ▾ Manage Transitions ▾ Adjust Compensation ▾ Take Notes To Do ▾

My Staff **My Appraisals** All Active

Appraisals

Update Meeting Date Submit To Employee Consolidated Appraisal

Name	Appraisal	Due Date ▲	Status	Next Step	Supervisor
APPLEBAUM, BRENT T.	LEAD 2017 Mid-Year Professional Practice	8/15/2017	Finalized	Update Overall Rating (if applicable) and :	Ztardust, Ziggy
DURGIN, LINDA F.	Self-Evaluation Growth and Performance At	5/18/2018	Draft	Start Appraisal	Ztardust, Ziggy
Zanders, Zarah	Core Competencies Evaluation 2017-18	8/10/2018	Finalized		
Zinobia, Zelma	Self Appraisal 2018	8/10/2018			

Please Note

- The blue icon next to the Appraisal name indicates that the employee has completed their self-appraisal. If you don't see this icon, the self appraisal hasn't been finalized and you won't be able to view it.

5) From the Employee appraisal welcome screen, you can see the status of the employee self appraisal and any other rater appraisals. You will only be able to see appraisals that are in finalized status.

Zarah Zanders - Performance Appraisal: Core Competencies Evaluation 2017-18

Start Appraisal Notify Resource Update Overall Rating Consolidated Appraisal

Zarah Zanders - 35082

Performance Review Period: 7/1/2017 - 6/30/2018

Please Complete By: 8/10/2018

Estimated % Complete: 0 %

Appraisal Owner: 100017333 Ziggy Ztardust

Welcome to the Core Competencies Evaluation for 2017-18 . To view your employee's self-appraisal, please click the "Self-Appraisal" link below. To view other rater appraisals, click the "Other Rater Appraisals" link below. To begin the appraisal, please click "Start Appraisal" above.

Mission | Instructions | Attachments | Take Notes | Self Appraisal | Other Rater Appraisals

Appraisal Status

Search

Document Type	Appraisal Owner	Supervisor	Status	Next Step	Estimated % Complete
Manager	Ztardust, Ziggy	Ztardust, Ziggy	Draft	Start Appraisal	0 %
Employee	Zanders, Zarah	Ztardust, Ziggy	Finalized	Self Appraisal is Complete - edits cannot be made	100 %

Records Per Page: 10

6) To view the completed self-appraisal, click the **Self Appraisal (a)** link. If there are finalized other rater appraisals, click the **Other Rater Appraisals (b)** link.

Zarah Zanders - Performance Appraisal: Core Competencies Evaluation 2017-18

Start Appraisal | Notify Resource | Update Overall Rating | Consolidated Appraisal

Zarah Zanders - 35082
 Performance Review Period: 7/1/2017 - 6/30/2018
 Please Complete By: 8/10/2018
 Estimated % Complete: 0 %
 Appraisal Owner: 100017333 Ziggy Ztardust

Welcome to the Core Competencies Evaluation for 2017-18. To view your employee's self-appraisal, please click the "Self-Appraisal" link below. To view other rater appraisals, click the "Other Rater Appraisals" link below. To begin the appraisal, please click "Start Appraisal" above.

Mission | Instructions | Attachments | **Self Appraisal (a)** | **Other Rater Appraisals (b)**

Appraisal Status

Document Type	Appraisal Owner	Supervisor	Status	Next Step	Estimated % Complete
Manager	Ztardust, Ziggy	Ztardust, Ziggy	Draft	Start Appraisal	0 %
Employee	Zanders, Zarah	Ztardust, Ziggy	Finalized	Self Appraisal is Complete - edits cannot be made	100 %

Records Per Page: 10

7) To open the appraisal pdf, click **Appraisal (a)**. From the pop-up window, click **OK (b)**

Self Appraisal

Appraisal (a)

Name (A)
Zanders, Zarah

Generate And View Ind Appraisal PDF Form

Press OK To See The Appraisal Document

(b) **OK** Cancel

Appraisal (A)
Core Competencies Evaluation 2017-18

8) Read through the appraisal. You can download the appraisal to use as a reference while you're working on your appraisal. Click the back button on your browser twice to return to the welcome page.

Core Competencies Evaluation 2017-18 for Zarah Zanders (Self)

Performance Review Period: July 1, 2017 - June 30, 2018

Core Competencies Evaluation

The performance management process is designed to support the continuous improvement of the organization through a cycle of setting expectations and sharing frequent and focused performance feedback aligned to the Core Competencies Evaluation behaviors.

Employee Data

Employee: 100016200 Zarah Zanders

Supervisor Name: Ziggy Ztardust

Adjusted Start Date: 08/01/2013

Operational & Organizational Leadership

Please rate each behavior on the following scale (Unsatisfactory 1, Needs Improvement 2, Meets Expectations 3, Exceeds Expectations 4, Significantly Exceeds Expectations 5). Use the comments section for each behavior to provide information on how this behavior has been demonstrated and/or what can be done to improve (required).

9) Click **Start Appraisal** to begin.

The screenshot shows the 'Zarah Zanders - Performance Appraisal: Core Competencies Evaluation 2017-18' page. The 'Start Appraisal' button is circled in red. Below the button, there is a user profile for Zarah Zanders (ID: 35082) and a table showing appraisal status for Manager and Employee. The Manager's status is 'Draft' with a 'Start Appraisal' next step, while the Employee's status is 'Finalized' with a 'Self Appraisal is Complete' next step.

Document Type	Appraisal Owner	Supervisor	Status	Next Step	Estimated % Complete
Manager	Zlardust, Ziggy	Zlardust, Ziggy	Draft	Start Appraisal	0 %
Employee	Zanders, Zarah	Zlardust, Ziggy	Finalized	Self Appraisal is Complete - edits cannot be made	100 %

Putting the Pieces Together

The Core Competencies Evaluation appraisal has 7 sections:

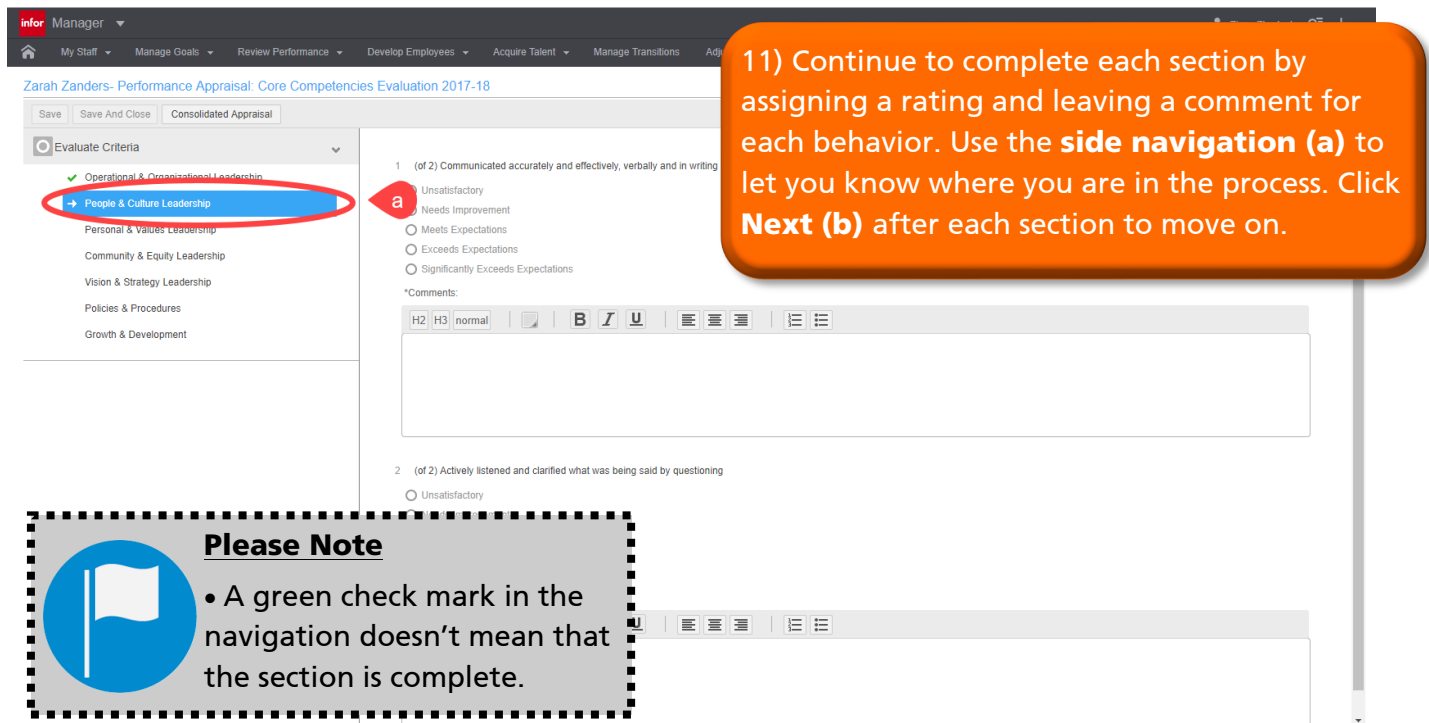
- 5 sections that you will use to rate your employee on specific behaviors for each competency group
- A Policies & Procedures Section
- A Growth & Development section that you will use to document areas of focus and timeline for continued growth & development as well as comments on overall performance.

The screenshot shows the 'Evaluate Criteria' section of the appraisal. The 'Operational & Organizational Leadership' criteria are selected. A rating of 'Meets Expectations' is selected (labeled 'a'), and a comment is entered in the text area (labeled 'b'). The comment reads: 'Zarah correctly utilized Google docs and sheets to track projects, milestones and deliverables and ensured that progress was being made. She used the spreadsheet each week to update team members on tasks and to follow up on outstanding items.' The 'Next' button is circled in red.


10) Select a **rating (a)**, and enter a **comment (b)** for each behavior. Scroll down to ensure that you've rated and commented on each behavior. Click **Next (c)** to continue to the next Competency Group section.

Things to Avoid

- In order to save and close your appraisal to complete at a later time, you must enter a comment for each behavior you've rated.




11) Continue to complete each section by assigning a rating and leaving a comment for each behavior. Use the **side navigation (a)** to let you know where you are in the process. Click **Next (b)** after each section to move on.



Please Note

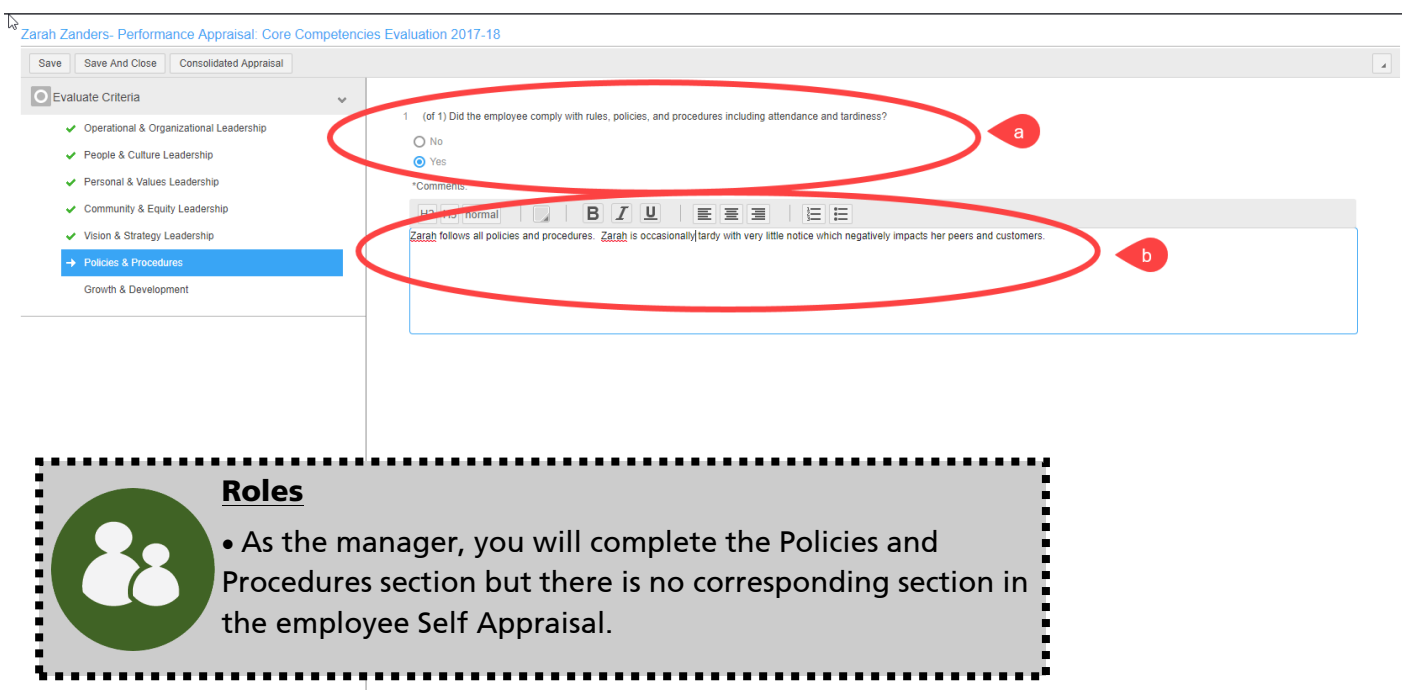
- A green check mark in the navigation doesn't mean that the section is complete.




Best Practice

- Clicking **Next** saves your changes to the current page. If you need to leave the page and finish at a later date, you can click **Save and Close** button at the top left of the window.

12) Complete the Policies & Procedures section by selecting **Yes or No (a)** and entering **Comments (b)** to explain your selection. Click **Next (c)** to continue.





Roles

- As the manager, you will complete the Policies and Procedures section but there is no corresponding section in the employee Self Appraisal.

13) Enter comments for **Areas of Growth & Development (a)**, the **Timeline for Growth & Development (b)**, and **Overall Performance Summary (c)**. When complete, click **Finish (d)**

Zarah Zanders- Performance Appraisal: Core Competencies Evaluation 2017-18

Save Save And Close Consolidated Appraisal

Evaluate Criteria

- ✓ Operational & Organizational Leadership
- ✓ People & Culture Leadership
- ✓ Personal & Values Leadership
- ✓ Community & Equity Leadership
- ✓ Vision & Strategy Leadership
- ✓ Policies & Procedures
- Growth & Development

1 What are some areas of growth & development for your employee?

H2 H3 normal B I U H2 H3 normal B I U H2 H3 normal B I U

Zarah would benefit in developing her Excel skills to provide more meaningful data and resources.

2 What is the plan and timeline for the growth & development listed above?

H2 H3 normal B I U H2 H3 normal B I U H2 H3 normal B I U

Zarah can utilize work time to utilize and complete a Lynda.com course within the next three months to improve her skills with formulas, pivot tables and other advanced Excel functions.

Overall Section Comments:

H2 H3 normal B I U H2 H3 normal B I U H2 H3 normal B I U

Zarah has a positive attitude and can be counted on to complete all her work in a timely and accurate fashion. I appreciate the improvements she has made this year and look forward to seeing her continue to grow in her role.

Previous Finish

Things to Avoid

- Clicking **Finish** does not complete the process, keep going.

14) To print a copy to take to norming or to use as a reference during your conversation, click **Consolidated Appraisal (a)**. Click **OK (b)** to open a pdf of the appraisal.

Zarah Zanders- Performance Appraisal: Core Competencies Evaluation 2017-18

Continue Appraisal Finalize Appraisal Notify Resource Update Overall Rating Consolidated Appraisal

Zarah Zanders - 35082

Performance Review Period: 7/1/2017 - 6/30/2018

Please Complete By: 8/10/2018

Estimated % Complete: 100 %

Appraisal Owner: 100017333 Ziggy Zlardust

Welcome back to the Core Competencies Evaluation. To continue the appraisal, please click "Continue Appraisal" above. To view your employee's self-appraisal, please click the "Self Appraisal" link below. To continue the appraisal, please click "Continue Appraisal" above. To view your employee's self-appraisal, please click the "Self Appraisal" link below.

Generate And View Appraisal PDF Form

Press OK To See The Appraisal Document

OK Cancel

Appraisal Status

Search

Document Type	Appraisal Owner	Supervisor
Manager	Zlardust, Ziggy	Zlardust, Ziggy
Employee	Zanders, Zarah	Zlardust, Ziggy

Records Per Page: 10

Core Competencies Evaluation 2017-18 for Zarah Zanders

Performance Review Period: July 1, 2017 - June 30, 2018

Core Competencies Evaluation

The performance management process is designed to support the continuous improvement of the organization through a cycle of setting expectations and sharing frequent and focused performance feedback aligned to the Core Competencies Evaluation behaviors.

Employee Data

200 Zarah Zanders

Zlardust

2013

Operational & Organizational Leadership

Please Note

- The consolidated appraisal includes the calculated overall rating (near the bottom of the PDF). You will have an opportunity to update the overall rating later.

ACTION:

Finalize Appraisal, Update the Overall Rating and Submit for Employee Acknowledgment

Zarah Zanders - Performance Appraisal: Core Competencies Evaluation 2017-18

Continue Appraisal **Finalize Appraisal** **Update Overall Rating** **Consolidated Appraisal**

Zarah Zanders - 35082

Performance Review Period: 7/1/2017 - 6/30/2018

Please Complete By: 8/10/2018

Estimated % Complete: **100 %**

Appraisal Owner: 100017333 Ziggy Zlardust

Welcome back to the Core Competencies Evaluation for 2017-18. To continue the appraisal, please click "Continue Appraisal" above. **Please do not finalize the appraisal until after meeting with your employee.** If you have met with your employee and are ready to finalize, please click "Finalize" above. After finalizing, update the overall rating and submit it to the employee for acknowledgement.

[Mission](#) | [Instructions](#) | [Attachments](#) | [Take Notes](#) | [Self Appraisal](#) | [Other Rater Appraisals](#)

Appraisal Status					
Search					
Document Type	Appraisal Owner	Supervisor	Status	Next Step	Estimated % Complete
Manager	Zlardust, Ziggy	Zlardust, Ziggy	In Progress	Review Consolidated Appraisal and Finalize	100 %
Employee	Zanders, Zarah	Zlardust, Ziggy	Finalized	Self Appraisal is Complete - edits cannot be made	100 %

1) Check the **Estimated Percentage Complete (a)** to ensure that you've entered all required fields. If less than 100%, or if changes are needed, click **Continue Appraisal (b)** to finish entering data or to make changes.

Zarah Zanders - Performance Appraisal: Core Competencies Evaluation 2017-18

Continue Appraisal **Finalize Appraisal** **Update Overall Rating** **Consolidated Appraisal**

Zarah Zanders - 35082

Performance Review Period: 7/1/2017 - 6/30/2018

Please Complete By: 8/10/2018

Estimated % Complete: **100 %**

Appraisal Owner: 100017333 Ziggy Zlardust

Welcome back to the Core Competencies Evaluation for 2017-18. To continue the appraisal, please click "Continue Appraisal" above. To view your employee's self-appraisal, please click the "Self-Appraisal" link below. To view other rater appraisals, click the "Other Rater Appraisals" link below. To continue the appraisal, please click "Continue Appraisal" above. **Please do not finalize the appraisal until after meeting with your employee.** If you have met with your employee and are ready to finalize, please click "Finalize" above. After finalizing, update the overall rating and submit it to the employee for acknowledgement.

[Mission](#) | [Instructions](#) | [Attachments](#) | [Take Notes](#) | [Self Appraisal](#) | [Other Rater Appraisals](#)

Finalize Appraisal

By finalizing this appraisal, the appraisal will be viewable to the resource. Click OK to confirm.

Meeting Date: **7/6/2018**

OK Cancel

2) If you have participated in a norming session, have hosted your conversation with this employee and no further changes are needed, click **Finalize Appraisal (a)**. Enter the **Meeting Date (b)** and click **OK (c)**.



Things to Avoid

- Finalizing the appraisal makes it visible to the employee (although the employee isn't notified.) This is not the final step, keep going!



Optional

- You have the option of updating the Overall Rating. Be sure the rating you select reflects the rating determined in the Norming session.

Zarah Zanders- Performance Appraisal: Core Competencies Evaluation 2017-18

Revert To In Progress **b** **Update Overall Rating** Submit To Employee Consolidated Appraisal

a **Overall Rating: Meets Expectations**

Performance Review Period: 7/1/2017 - 6/30/2018
Please Complete By: 8/10/2018
Meeting Date: 7/6/2018
Estimated % Complete: 100 %
Appraisal Owner: 100017333 Ziggy Ztardust

The appraisal is now finalized. If you need to make changes, click "Revert to in Progress" above. If no further changes are needed, click "Submit To Employee" above to submit the appraisal for acknowledgement by the employee. Once the appraisal is submitted to your employee, no further changes can be made. To view a copy of the appraisal, click "Consolidated Appraisal" above.

Select Manager Rating

Overall Performance Rating: **c** **Meets expectation** **d**

e **OK** Cancel

Unsatisfactory
Needs improvement
Meets expectations
Exceeds Expectations
Significantly Exceeds Expectations

3) The **calculated overall rating (a)** will appear on the screen. If changes to the overall rating are needed, click **Update Overall Rating (b)**. Click the **drop down (c)** triangle and select the **Overall Performance Rating (d)**. Click **OK (e)**.



Please Note

- The overall rating should match what was decided in your norming session. If you want to assign a rating different from what was agreed in norming, discuss it with your Manager before proceeding.

4) Click **Submit To Employee**.

Zarah Zanders- Performance Appraisal: Core Competencies Evaluation 2017-18

Revert To In Progress Notify Resource **Submit To Employee** Consolidated Appraisal

Zarah Zanders - 35082

Performance Review Period: 7/1/2017 - 6/30/2018
Please Complete By: 8/10/2018
Overall Rating: Meets Expectations
Meeting Date: 7/6/2018
Estimated % Complete: 100 %
Appraisal Owner: 100017333 Ziggy Ztardust

The appraisal is now finalized. If you need to make changes, click "Revert to in Progress" above. If no further changes are needed, click "Submit To Employee" above to submit the appraisal for acknowledgement by the employee. Once the appraisal is submitted to your employee, no further changes can be made. To view a copy of the appraisal, click "Consolidated Appraisal" above.

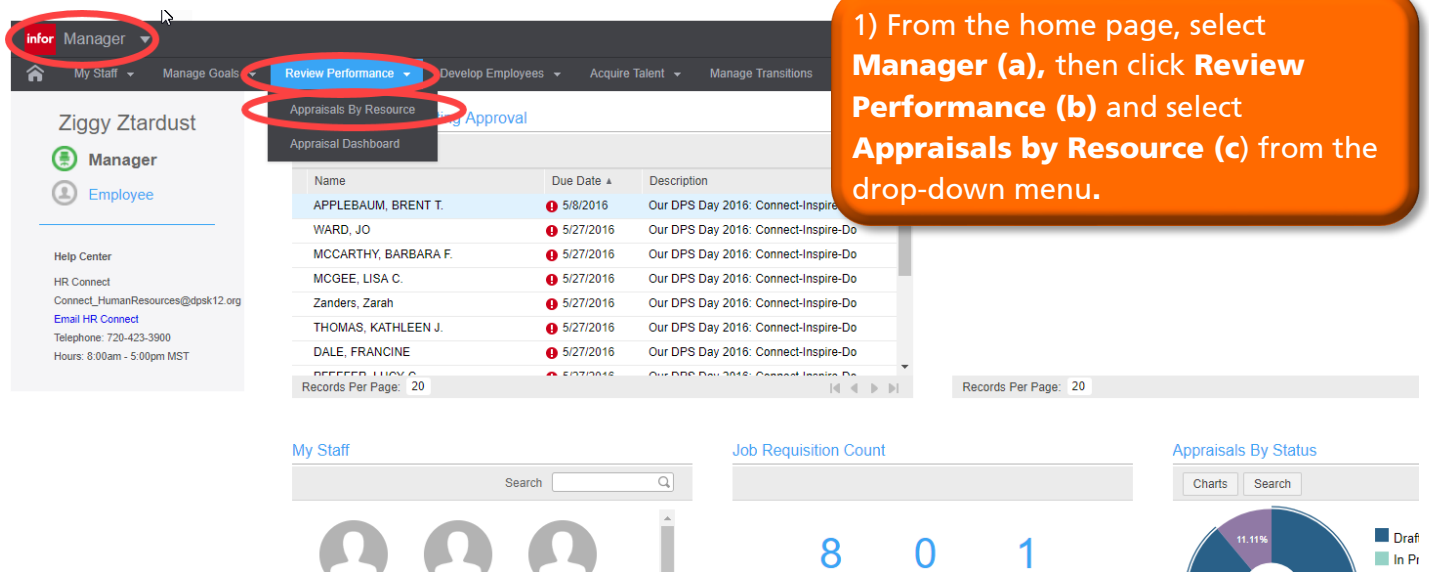
[Mission](#) | [Instructions](#) | [Attachments](#) | [Take Notes](#) | [Self Appraisal](#) | [Other Rater Appraisals](#)

Which Outcome to Expect

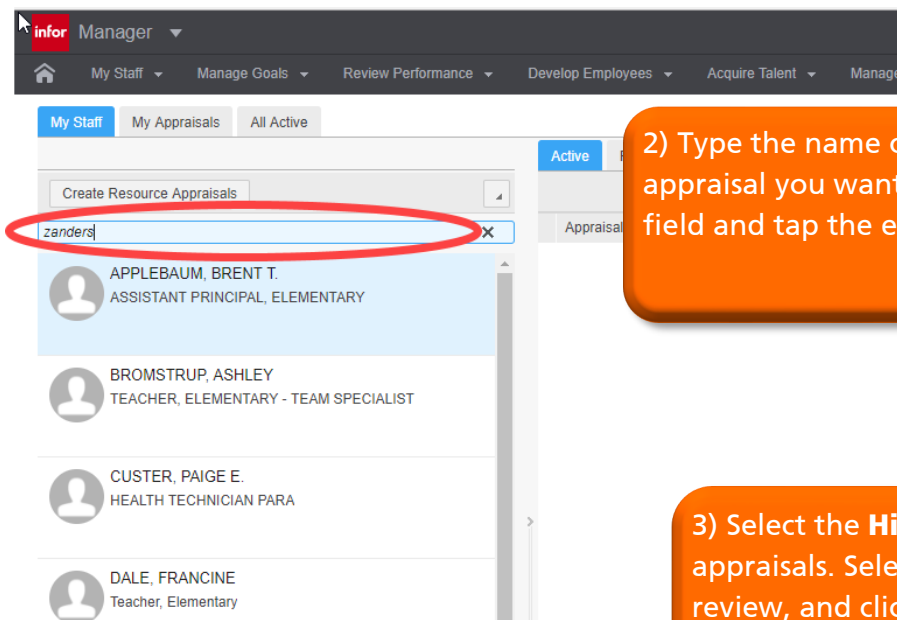


- Clicking Submit To Employee auto-generates an email through Infor HR asking for the employee's Acknowledgment. When the employee completes their acknowledgement, the appraisal process is complete. The appraisal will now be "Historical."

ACTION: Locate, View, and Print Historical Appraisals

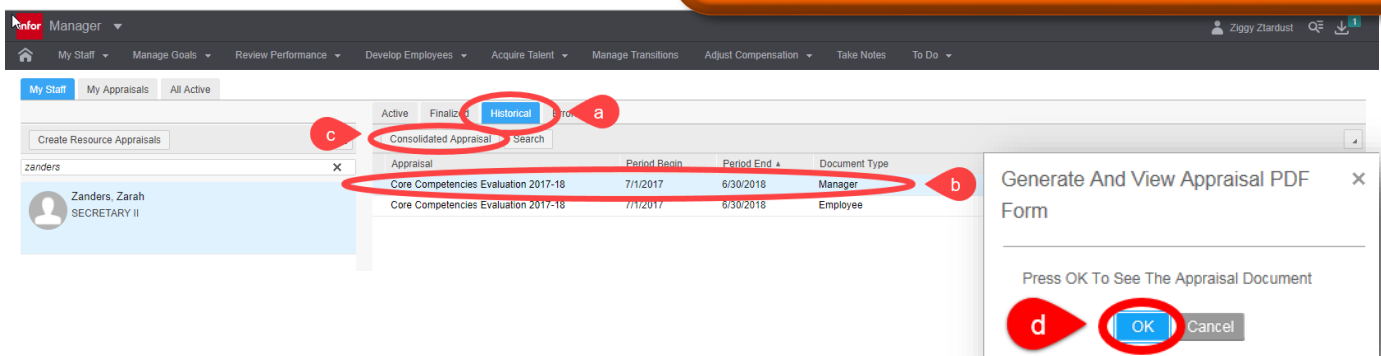


1) From the home page, select **Manager (a)**, then click **Review Performance (b)** and select **Appraisals by Resource (c)** from the drop-down menu.



2) Type the name of the employee whose appraisal you want to review in the **Search** field and tap the enter key on your keyboard.

3) Select the **Historical (a)** tab to view completed appraisals. Select the **appraisal (b)** you want to review, and click **Consolidated Appraisal (c)**. Click **OK (d)** to open the pdf appraisal which can be saved, printed or emailed.



Generate And View Appraisal PDF Form

Press OK To See The Appraisal Document

d **OK** Cancel