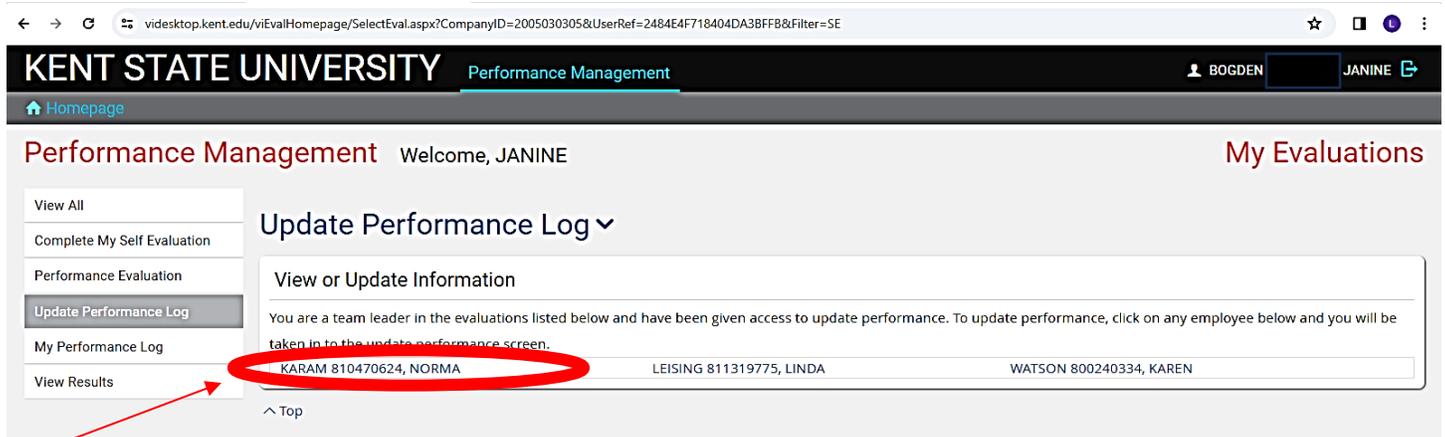


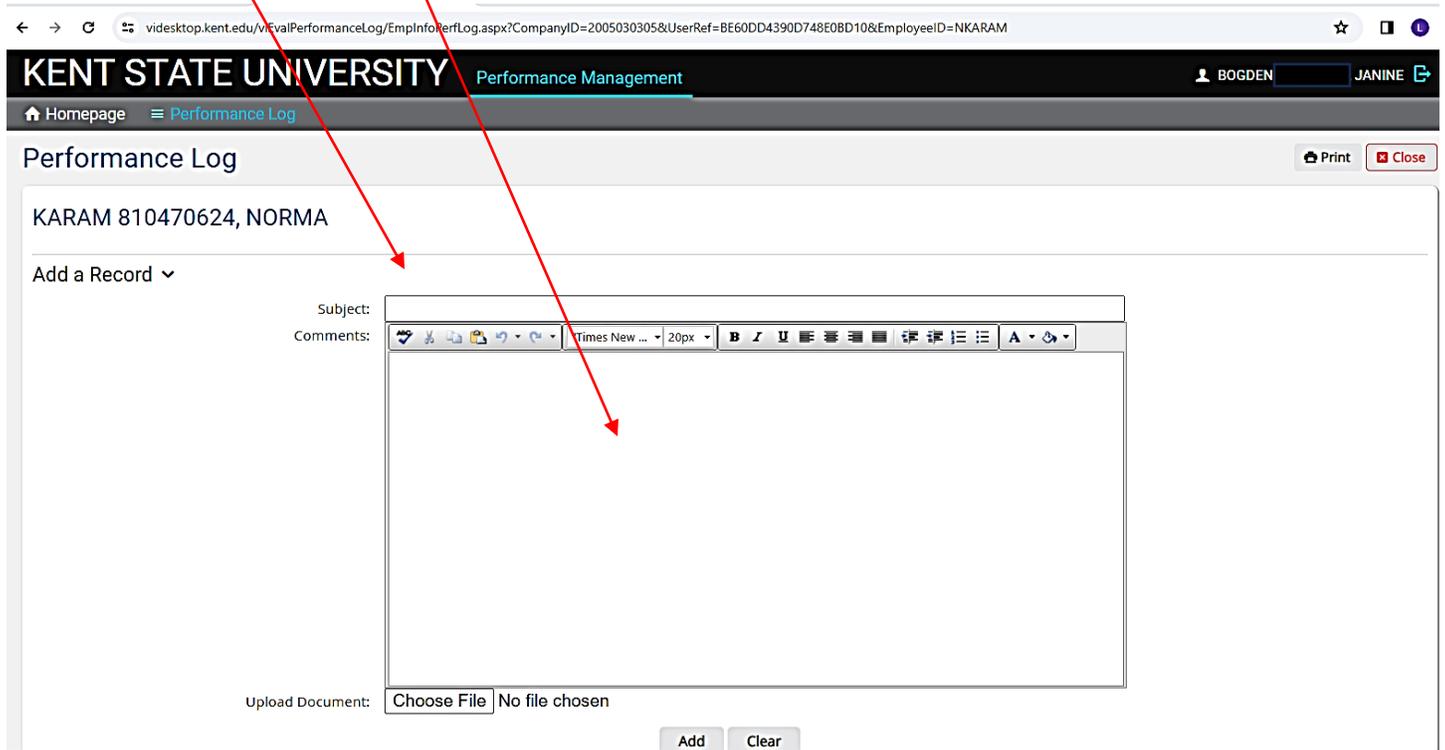
# Training Aid VI How to use the Performance Log - Evaluators (Supervisors)

1. Select the **"Update Performance Log"** tab on the left side of the page. *Performance Log can also be seen in the "View All" tab.* The Performance Log should list the names of all the employees that you supervise and evaluate whether they are unclassified or classified.

If this list is incorrect, please notify **Norma Karam at x2-8334, Janine Bogden at x2-8526, Linda Leising at x2-2901 or Karen Watson at x2-4636**



2. Select the employee's name.
3. Enter a **Subject** and **Comments**.



4. If there is a related document saved on your computer you may also upload it for quick reference.

- a. Select "Choose file" button beside **"Upload Document"** to find the file or document you want to upload
  - b. Highlight the file and select "Open" to attach.
- Currently, documents in .DOC, .XLS and .PDF are the only formats that can be uploaded.

The screenshot shows the 'Performance Log' page for 'KARAM 810470624, NORMA'. Under the 'Add a Record' dropdown, there is a form with a 'Subject' field and a 'Comments' field. The 'Comments' field is highlighted with a red circle. Below the form, there is an 'Upload Document' section with a 'Choose File' button and 'No file chosen' text. At the bottom right of the form, there are 'Add' and 'Clear' buttons. A red arrow points from the 'Add' button to the next screenshot.

5. Select "Add". Once the comment has been saved, you will see **"The performance log has been successfully added"**, and the comment will appear below. See example of a comment on page 3.

The screenshot shows the 'Performance Log' page for 'KARAM 810470624, NORMA' after a successful submission. A green message box at the top of the form area says 'The record has been successfully added.' The 'Comments' field is highlighted with a red circle. Below the form, there is an 'Upload Document' section with a 'Choose File' button and 'No file chosen' text.

Add Clear

View Report ▾

Updated By▲	Last Update▼	Subject	Comments	
+ Filter	+ Filter	+ Filter	+ Filter	
BOGDEN [REDACTED], JANINE				
	Feb 26, 2024	Customer Service	On February 26, 2024 Norma went above and beyond for the team while a key player was absent.	Update   Delete
	Mar 28, 2023	2023 Performance Log	Test	Update   Delete
		2023 Performance Log	Test	Update   Delete
	Apr 18, 2022			Document Update   Delete

< Prev Next > Page: 1 1-1 of 1 record(s)

*Notice that this employee has one notation about them. This record can be updated or deleted by the creator. If an employee has two evaluators assigned, or a previous evaluator has made a note, the note can be seen by all evaluator(s) currently supervising that employee, however, deletions and updates can only be made by the creator.*

6. Select "Homepage" in the top left corner to return to the other tabs.