How to "View Results"

How to View Your Employee's Previous Year Evaluation, Your Employee's Current Self-Evaluation, or Your Employees Final Signed Copy of the Evaluation – Evaluators (Supervisors)

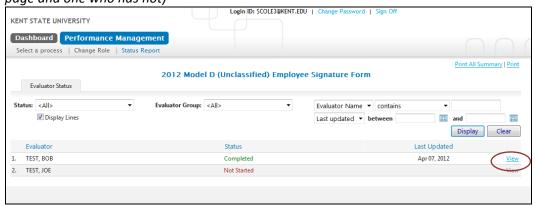1. From the Homepage, select the "View Results" tab to see a list of reports available to you.

2. Select the evaluation (result) you would like to view.
3. If you are prompted to select your role, here are the options:
    *   **Evaluator** – This is where you will see YOUR OWN finalized signature page if this is the evaluation model in which you were evaluated.
    *   **Team Leader** – This is where you will see the finalized signature pages of your TEAM MEMBERS.

4. You may select a status (Completed, In-Progress, Not Started) or select the [Display] button to display all evaluations.

5. Select "view" to the right of the name of the evaluatee (result) you would like to view.
   (in this illustration, you can see that there is one employee that has completed their signature page and one who has not)

6. The next screen will show the evaluation results.
7. To print, use your browsers print function or right click with your mouse and select "print".

If you do not see the report you are looking for, please contact Employee Relations for assistance.