Managers and employees have the capability to print and/or save draft and final evaluations.

During Goal Setting or Evaluation

The **Actions** drop-down menu is available at any step of the process and is visible while on any tab. You will be able to view, save and/or print by clicking on **Report**.

> *Note: Managers and employees will **not** be able to access the **progress report**. An error page will pop-up. Always click on **Report**.*
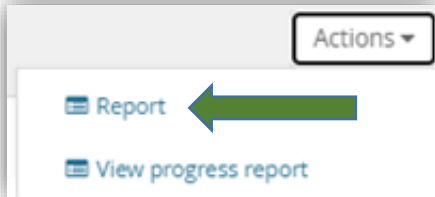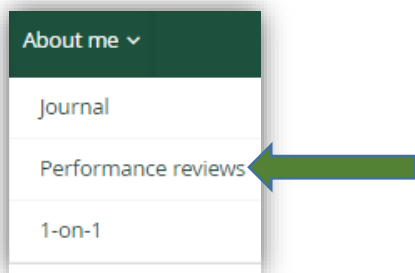

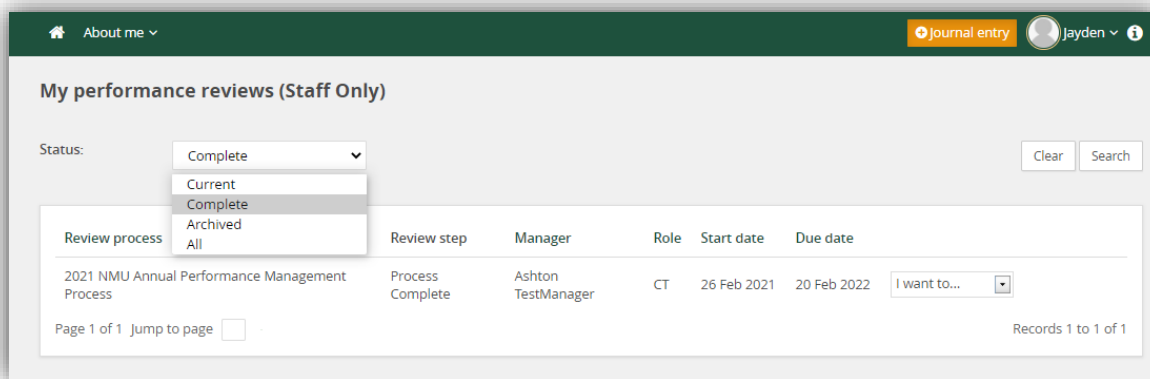The report will open in a new window. At the top of every report the process step will be identified:
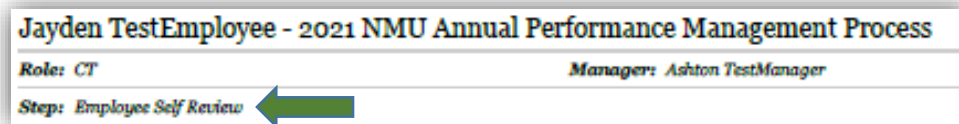
In the top right corner, you will see icons to save as a PDF or print

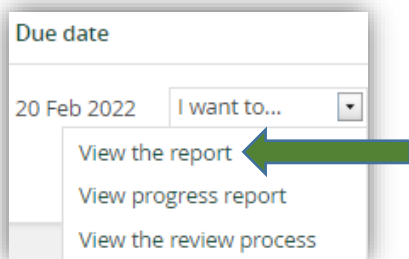# After the Final Evaluation is Complete – Employee Instructions

1. Once an evaluation is complete, it can be located by clicking on **Performance reviews** under **About me**.

2. Using the drop-down menu, change **Status** to **Complete** or **All**, then click **Search**.
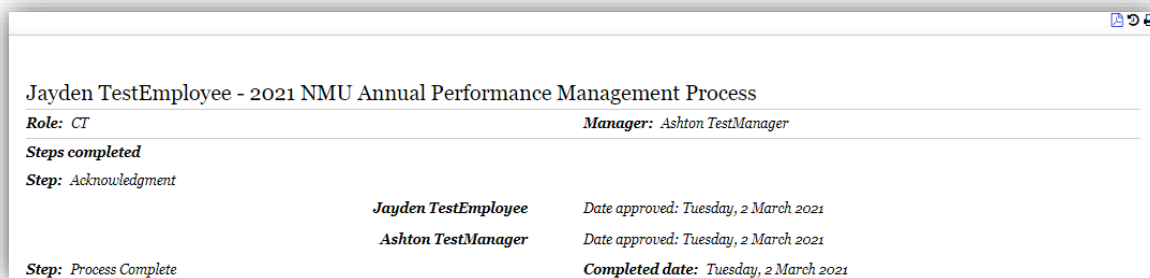

3. Click on **View the report** to open the evaluation. Or, open the **I want to…** drop-down menu and select **View the report**.

*Note: Managers and employees will __not__ be able to access the **progress report**. An error page will pop-up. Always click on **Report**.*
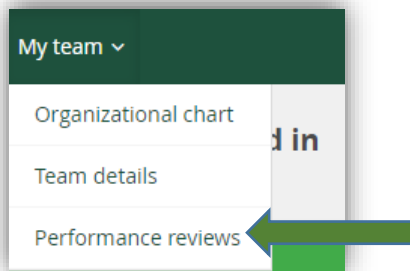
4. The report will open in a new window. At the top of every report the process step will be identified:
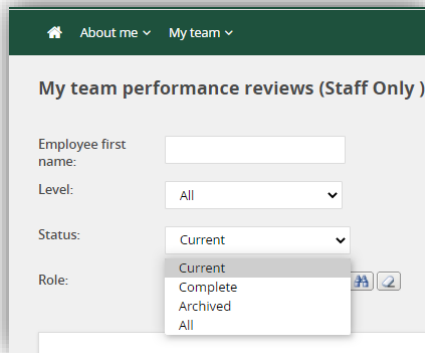

5. In the top right corner, you will see icons to save as a PDF or print

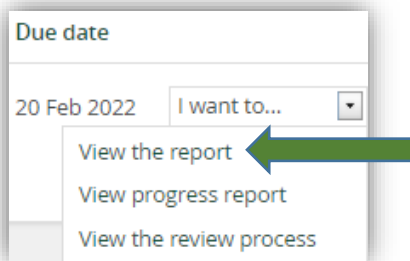# After the Final Evaluation is Complete – Manager Instructions

1. Once an evaluation is complete, it can be located by clicking on **Performance reviews** under **My team**.

2. Using the **Status** drop-down menu, select **Complete** or **All**, then click **Search**.
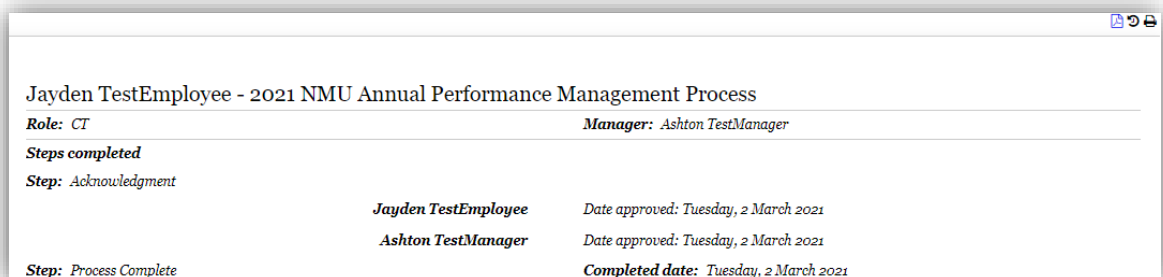

3. Click on **View the report** to open the evaluation. Or, open the **I want to…** drop-down menu and select **View the report**.

*Note: Managers and employees will **not** be able to access the **progress report**. An error page will pop-up. Always click on **Report**.*

4. The report will open in a new window. At the top of every report the process step will be identified:

5. In the top right corner, you will see icons to save as a PDF or print