



TO ADD A COMMENT TO YOUR REVIEW

In your review, comments can be added on three pages:
Job Duties, Goals, and Overall Ratings.

1. After opening your current review, select the page you'd like to add a comment on and the specific job duty, goal, or overall rating.
2. Select the button "Add comment" as shown in Figure 1.
3. Add your comments to the text box.
4. As shown in Figure 2, you have the option to either
 - o "Save & Share" which makes the comment public (visible to the employee, supervisor, and reviewer), or
 - o "Save as Draft" which saves the comment and is visible only to the person adding the comment as shown in Figure 3. This is time and date stamped.

If you chose to "Save as Draft" you can publish your comment by selecting the 3 dots/elipses and choosing "Publish" from the drop-down menu as shown in Figure 4.

FIGURE 1.



FIGURE 2.

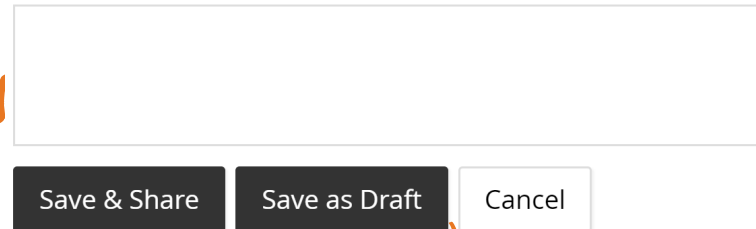
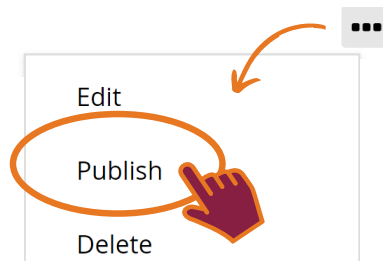


FIGURE 3.

Draft comment *visible only to me*
An example of a comment.

Today at 3:22 PM

FIGURE 4.



TO UPLOAD A DOCUMENT TO YOUR REVIEW

1. Open your current review, then select the page you'd like to upload a document on and the specific job duty, goal, or overall rating.
2. Select the down arrow next to "Add comment" to reveal and select "Upload file" as shown in Figure 5.
3. Select the button "Choose File" and then select the file from your computer. You can add a description as shown in Figure 6.
4. Select the button "Upload file" as shown in Figure 6.

Uploaded files are immediately public.

FIGURE 5.

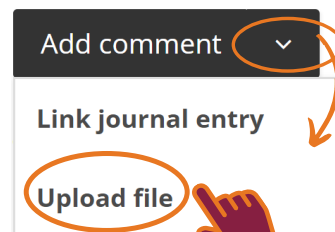
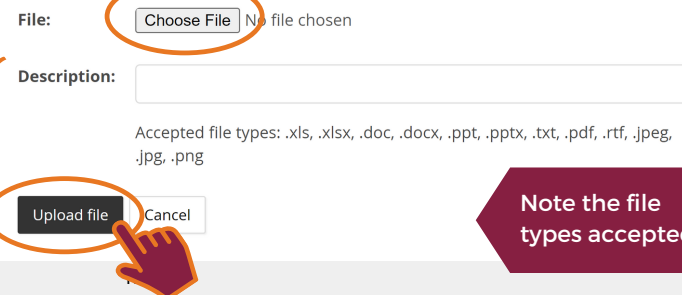


FIGURE 6.



Note the file
types accepted.

TO COMMENT ON YOUR DEVELOPMENT PLAN

1. Open your current review, then select the development plan page.
 2. At the bottom is an open, ongoing text box, as shown in Figure 7, where you can comment and it will automatically save. Comments are immediately public.
- It is recommended to date the comments.**

FIGURE 7.

