

## Instructions for Sending Manager's Completed Evaluation to The Employee for the 1:1 Meeting (Hard or Electronic Copy)

The screenshot shows the Butler University GPS system interface. At the top left is the Butler University logo. A search bar is on the right with the text "Search for actions or people" and a user name "Anila Din on behalf of Quentin Quincy". A navigation menu is open under the "Home" tab, with "Performance" selected. A yellow "1" is next to the "Home" tab and a yellow "2" is next to the "Performance" menu item.

1. Go to the home tab.

2. In the drop down menu, select "Performance."

The screenshot shows the Butler University GPS system interface with the "Performance" tab selected. The "My Forms" section is visible, showing a list of forms. A yellow "3" is next to the "My Forms" section header and a yellow "4" is next to the first form entry.

Form Title	Employee	Step	Date Assigned	Step Due Date	Form Start Date	Form End Date	Form Due Date	Last Modified	Sent From	Action
★ 2015-2016 Supervisor Evaluation - SV for Quentin Quincy	Quentin Quincy	1:1 Meeting	06/15/2016	08/14/2016	05/25/2016	08/31/2016	08/31/2016	06/15/2016	Henry Howard	
★ 2015-2016 Staff Standard Evaluation Form for Quentin Quincy	Quentin Quincy	Manager Review	05/24/2016	07/17/2016	05/24/2016	08/31/2016	08/31/2016	05/24/2016	Quentin Quincy	
★ Executive Evaluation 2015-2016 for Henry Howard	Henry Howard	Employee Self Assessment	05/17/2016	06/21/2016	05/16/2016	08/31/2016	08/31/2016	05/17/2016	Super Admin	

3. Click on "All Forms".

4. Select the specific form for your employee under "Form Title".

**BUTLER UNIVERSITY** Performance ▾ Search for actions or people Anila Din on behalf of Henry Howard ▾

Reviews Team Overview

### 2015-2016 Supervisor Evaluation - SV for Quentin Quincy

3.02 Overall Score \*0 Incomplete Items #1 Out of 1

0 Supporting Information ↑7 ↓6 Gap Analysis

#### Route Map

Assessment Signature

- Employee Self Assessment  
✓ Quentin Quincy: Employee  
Due 06/21/2016
- Manager Review  
✓ Henry Howard: Manager  
Due 07/17/2016
- 1:1 Meeting  
Henry Howard: Manager  
Due 08/14/2016
- Employee Acknowledgement  
Employee  
Due 08/18/2016
- Manager Acknowledgement  
Manager  
Due 08/24/2016

**5a.** If you wish to provide a hard copy, click the printer icon in the upper right hand corner of the screen.

**5b.** Click the document icon if you wish to send the evaluation as an email attachment. It will take a moment to bring up the box that allows for the pdf download.

2015-2016 Supervisor Evaluation - SV for Quentin Quincy

Changes saved.

The screenshot shows a web browser window with the URL <https://performancemanager4.successfactors.com/xi/ui/pm2/pages/print/pdfprint.xhtml?folderMapId=8186&pmr%5ftm=1469465376504&pmr%5ftm=1469465376504&pmr%5ftm=1469465376504>. A 'Download PDF' button is visible. A large yellow watermark reads '6 \*For Download Option Only\*'. The background shows a performance evaluation interface for '2015-2016 Supervisor Evaluation - SV:Quentin Quincy' with sections for 'Introduction' and 'I. Employee Self Evaluation'.

6. After this window opens, click on download PDF. It may take up to a few minutes to open the full document. After the full document opens, scroll to the bottom to save it. After saving you can attach and send the evaluation to an employee via email.