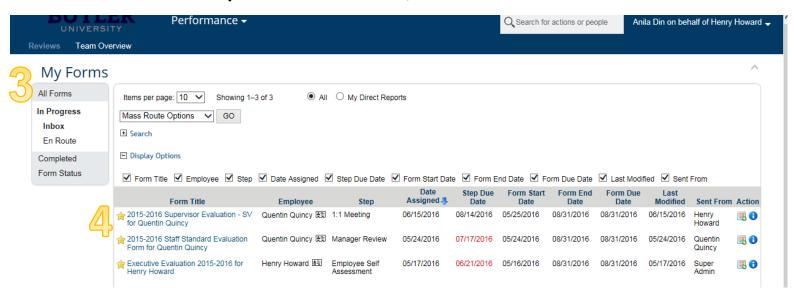
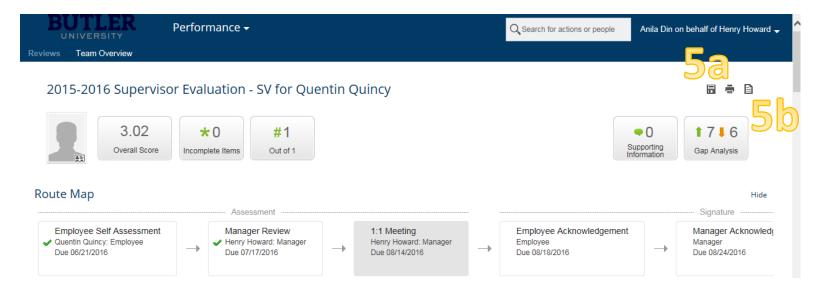
Instructions for Sending Manager's Completed Evaluation to The Employee for the 1:1 Meeting (Hard or Electronic Copy)



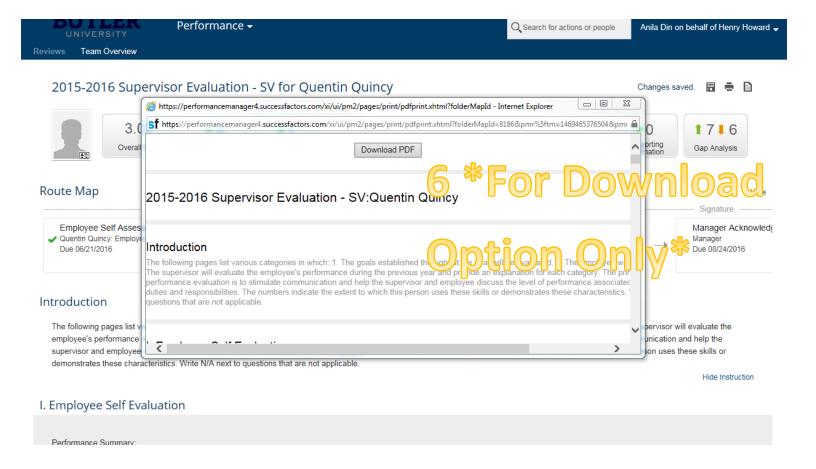
- 1 Go to the home tab.
- $2_{ ilde{ }}$  In the drop down menu, select "Performance."



- Click on "All Forms".
- Select the specific form for your employee under "Form Title".



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



6. After this window opens, click on download PDF. It make 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.