

## How to use "My Performance Log" - All Evaluatees

1. Select the **"My Performance Log"** tab on the left side of the page.

| Evaluation   | Total Solicited | Not Started | In Progress | Total Completed |
|--|-----------------|-------------|-------------|-----------------|
| 2013 60 Day Classified Probationary Performance Evaluation | 1               | 1           | 0           | 0               |
| 2013 60 Day Probationary Evaluation Signature Form         | 1               | 0           | 0           | 1               |
| 2013 90 Day Classified Probationary Performance Evaluation | 1               | 1           | 0           | 0               |
| 2013 90 Day Probationary Evaluation Signature Form         | 1               | 0           | 0           | 1               |
| 2014 60 Day Classified Probationary Performance Evaluation | 1               | 1           | 0           | 0               |

2. Enter a **Subject** and **Comments**.

| Updated By   | Last Update  | Subject        | Comments   |   |
|--------------|--------------|----------------|--|---|
| COLE, SANDRA | Feb 06, 2012 | Webinar 3/1/12 | Attended 1-hour webinar "Time Management"            | <a href="#">Update</a>   <a href="#">Delete</a>                                 |
|              |              | Google Docs    | Google Docs 1/2 hour tutorial - Cheat sheet attached | <a href="#">View Document</a>   <a href="#">Update</a>   <a href="#">Delete</a> |

3. If there is a related document saved on your computer you may also upload it for quick reference.
  - a. Select the "Browse" button beside **"Upload Document"** to find the file or document you want to upload
  - b. Highlight the file and select "Open" to attach.
 Currently documents in .DOC, .XLS and .PDF are the only formats that can be uploaded.
4. Select **"Add"**. Once the comment has been saved, you will see **"The performance log has been successfully added"**, and the comment will appear below.

| Updated By   | Last Update  | Subject        | Comments   |   |
|--------------|--------------|----------------|--|---|
| COLE, SANDRA | Mar 11, 2014 | Training       | Training Michelle on Recognition Processes 1 1/2 hours 2 x a week from 11/5/13-1/18/14. (30 hrs) | <a href="#">Update</a>   <a href="#">Delete</a>                                 |
|              | Feb 06, 2012 | Webinar 3/1/12 | Attended 1-hour webinar "Time Management"  | <a href="#">Update</a>   <a href="#">Delete</a>                                 |
|              |              | Google Docs    | Google Docs 1/2 hour tutorial - Cheat sheet attached   | <a href="#">View Document</a>   <a href="#">Update</a>   <a href="#">Delete</a> |

5. Repeat the process as above to make new entries in your performance log.
6. Entries in your performance log can be updated with additional information or deleted at any time by you. Your supervisor does not have access to view your personal performance log.