This Quick Start provides basic instruction completing your Annual Review in PeopleSoft.

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**Step 1: Recommend Reviewers to Provide Feedback**

1. Click My Current Documents in the Quick Links – Self Service menu.

2. In the Current Performance Documents page, click Annual Review.

3. Click Start next to Select Reviewers to recommend 4 types of reviewers: Direct Reports (if you are a manager), Peers/Colleagues, Additional Direct Supervisors, and Faculty.

   *Note: You can only recommend reviewers. Your manager will submit the review request(s).*

4. For each reviewer request:
   - Click + , enter the **Last Name** and **First Name** in the Search Criteria, then click Search.
   - When you finished entering all reviewers, click Save.

   *More than One Name in the Search Results?*

   - John Harvard
   - John Harvard

   *Click 1 next to a name to review the employee’s department and office location to help determine which employee to select.*
Step 2: Complete Your Self-Assessment


2. Provide comments and ratings (if applicable) on each of the following:
   a. Job and Performance Goals
   b. Professional Growth and Development Goals
   c. Core Competencies
   d. Additional Competencies

   Helpful links and buttons:
   - Click to review the rating definitions.
   - Writing Tools Click to include any notes you added in the Performance Notes page.
   - Click to spell-check a section.

3. Add your summary comments to the Overall Summary section.
4. Click at the top or bottom of the document.
5. When finished, click Complete again, then OK. An e-mail is sent informing your manager your self-evaluation is ready for review.

Step 3: Review the Manager’s Document

1. From the Document Details page, click View next to Review Manager’s Document.
2. Review the Manager’s Document.

3. Edit the Employee Comments, if applicable.
4. Click Save, then notify your manager that you are ready to meet.
Step 4: Meet with Your Manager

1. Meet with your manager to review the Manager’s Document.
2. Your manager will mark the document to confirm that you have met.

Step 5: Acknowledge the Manager’s Document  *(You will receive an email request to acknowledge it.)*

1. From the Document Details page, click View or Acknowledge next to Review Manager’s Document

2. Review and edit the Employee Comments, if applicable.

3. Click Acknowledge Review at the top or bottom of the document, then OK.

Your manager will mark the document as complete. *You will receive an email notification.* You can view your completed documents by navigating to Quick Links>Performance Management>My Historical Documents folder in Self Service.

Need More Help?

- Review the detailed work instruction: Employee: Completing Your Annual Review.
- Take the online course: Employee: Completing Your Annual Review.

If you still have questions after reviewing the additional information, contact your local HR office.