The Employee guide covers the following Performance Management steps:

1: Supervisor Creates the Plan
2: Second-Level Review of Plan
3: Supervisor/Employee Plan Meeting
4: Employee Plan Acknowledgement
5: Employee Self Evaluation
6: Annual Appraisal Creation
7: Second-Level Review of Appraisal
8: Send Appraisal to Employee
9: Acknowledge Appraisal

Proceed to next slide (Index) for guide navigation
DIRECT ACCESS TO EMPLOYEE STEPS:

- **Step 4**: Employee Plan Acknowledgement
- **Step 5**: Employee Self Evaluation
- **Step 9**: Acknowledge Appraisal

*Note: Click Link to Navigate Directly*

*Slide Navigation: Click Return to Index button at any time to return here*
EMPLOYEE: ACKNOWLEDGE PLAN | Login

**STEPS**

1. Access People Admin
2. Click For UNCSA Employees
3. Login with Microsoft

RETURN TO INDEX
**STEPS**

1. Click the three-dot menu
2. Click UNCSA Employee Portal
EMPLOYEE: ACKNOWLEDGE PLAN | Select Employee Plan to Acknowledge

**STEPS**

1. Review Action Items List

2. Click Item Link
STEPS

1. Review Instructions & Plan

2. Once Review is Complete, Select Acknowledge or Return

3. Select OK on Pop Up if Acknowledging

The Acknowledge Plan Step is Complete!
STEPS

1. Access People Admin

2. Click For UNCSA Employees

3. Login with Microsoft
STEPS

1. Click the three-dot menu

2. Click UNCSA Employee Portal
**EMPLOYEE: SELF EVALUATION | Select Self Evaluation to Begin**

**STEPS**

1. **Review Action Items List**

2. **Click Item Link**
STEPS

1. Review Self Evaluation Guidelines

2. Click Save & Continue
STEPS

1. Select Self Ratings for ALL Goals
2. Click Save & Continue
STEPS

1. Select Self Ratings for ALL Goals

2. Click Save & Continue
EMPLOYEE: SELF EVALUATION | Talent Development Goals Comments

STEPS

1. Add Comments for Development Goal
2. Click Complete
3. Select OK

Self Evaluation is Now Complete!
STEPS

1. Access People Admin
2. Click For UNCSA Employees
3. Login with Microsoft
STEPS

1. Click the three-dot menu

2. Click UNCSA Employee Portal
EMPLOYEE: ACKNOWLEDGE EVALUATION | Select Employee Evaluation Acknowledgement to Begin

STEPS

1. Review Action Items List

2. Click Item Link
EMPLOYEE: ACKNOWLEDGE EVALUATION | Review & Acknowledge Evaluation

STEPS

1. Review Instructions & Appraisal
2. Once Review is Complete, Select Acknowledge or Dispute
   Add Comment as Needed
3. Select OK on Pop Up if Acknowledging

The Acknowledge Evaluation Step is Complete!

RETURN TO INDEX