Employee Instructions

Beginning of Evaluation Period

1. Launch the PMP from the Training and Development Site in Google Chrome. On your home page, the evaluation will be listed that is ready for you to Review. Click on **Go** button.

2. Review all sections of the Performance Evaluation, to ensure understanding of the process and expectations for evaluation period. In each area, you may need to click on icons in left margin to expand selections to read entire content. (Example below)
3. In the APPROVAL section, the Employee needs to Sign, acknowledging receipt of the competencies that they will be evaluated on this rating period. Click on the Sign button to electronically sign and date.

4. Select Submit to send form, and Yes to confirm