



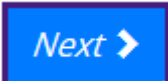


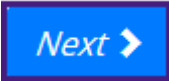


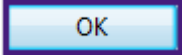
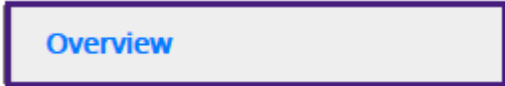



## Create PES Evaluation

Step	Action
1.	Click the <b>PES Evaluation</b> link. 
2.	Review the <b>Action Steps</b> associated with creating an <b>Evaluation</b> . It is recommended the steps be completed in the order displayed.
3.	<b>Action Step 1</b> Click the <b>Down</b> button of the scrollbar to read the <b>University's Mission Statement</b> . 
4.	Click the <b>Next</b> button. 
5.	<b>Action Step 2</b> Click the <b>Down</b> button of the scrollbar to review established <b>Work and Behavior Expectations</b> . 
6.	Click the <b>Next</b> button. 
7.	Click the <b>Down</b> button of the scrollbar to view criteria for <b>Overall Ratings</b> . 
8.	Please read the overall rating criteria. Assign the appropriate rating based upon the employee's performance for the <b>PES</b> year.
9.	Click the <b>Down</b> button of the scrollbar to enter <b>Overall Rating</b> . 
10.	You will select the appropriate <b>Rating</b> from the drop-down list.
11.	You are required to enter feedback about the employee's performance for the <b>PES</b> year within the <b>Comments</b> box.

## Job Aid

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Step	Action
12.	Click the <b>Next</b> button. 
13.	Click the <b>Down</b> button of the scrollbar to view the <b>Resources</b> page. A list of links you may find helpful in completing the PES Evaluation are available. 
14.	Click the <b>Complete</b> button. 
15.	Click the <b>OK</b> button. 
16.	Click the <b>Overview</b> link. 
17.	The <b>Overview</b> page shows that <i>Step 6: Supervisor Evaluation</i> is complete and <b>Step 7: Second Level Supervisor</b> is <b>In Process</b> .
18.	Click the <b>Log Out</b> link. 
19.	This completes <i>Create PES Evaluation</i> . <b>End of Procedure.</b>