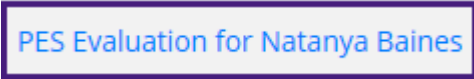


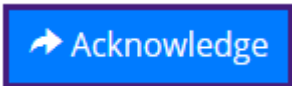
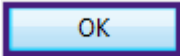



Employee Acknowledgement of PES Evaluation

Step	Action
1.	Click the PES Evaluation link. 
2.	Click the Down button of the scrollbar to review established Work and Behavior Expectations . 
3.	Click the Down button of the scrollbar to review the Overall Rating . 
4.	Employees can provide appropriate feedback regarding the evaluation, but it is not required. This Comment field should not be used to appeal the evaluation rating.
5.	NOTE: Clicking Acknowledge does not signify agreement with the evaluation but does verify review and receipt of the evaluation. Click the Acknowledge button. 
6.	A warning message displays stating once acknowledged, further revision may not be available. Click the OK button. 
7.	A notice bar displays at the top of the panel your acknowledgement was recorded.
8.	The Overview page shows that <i>Step 9: Employee Acknowledges Evaluation</i> is complete and Step 10: HR PES Final Review is In Process .
9.	Click the Log Out link. 
10.	This completes <i>Employee Acknowledgement of PES Evaluation</i> . End of Procedure.