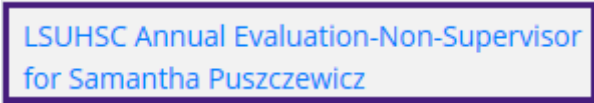

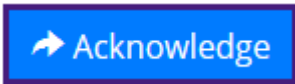
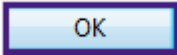


Acknowledge Performance Plan

Step	Action
1.	Click the LSUHSC Annual Evaluation link. 
2.	Click the Down button of the scrollbar to review the Institutional Competencies, Individual Goals, and Development Plan. 
3.	<i>NOTE: Clicking Acknowledge does not signify agreement with the plan, but does confirm review and receipt of the goals and objectives defined within the plan.</i>
4.	Click the Acknowledge button. 
5.	A warning message displays reminding you further revision may not be available. Click the OK button. 
6.	The Overview panel indicates that <i>Step 2: Employee Acknowledges the Plan</i> is now <i>complete</i> and Step 3: Self-Assessment is In Process .
7.	Task Color Legend Grey - Not Started Orange - In Process Green - Complete Red - Overdue
8.	This completes <i>Acknowledge Performance Plan.</i> End of Procedure.