

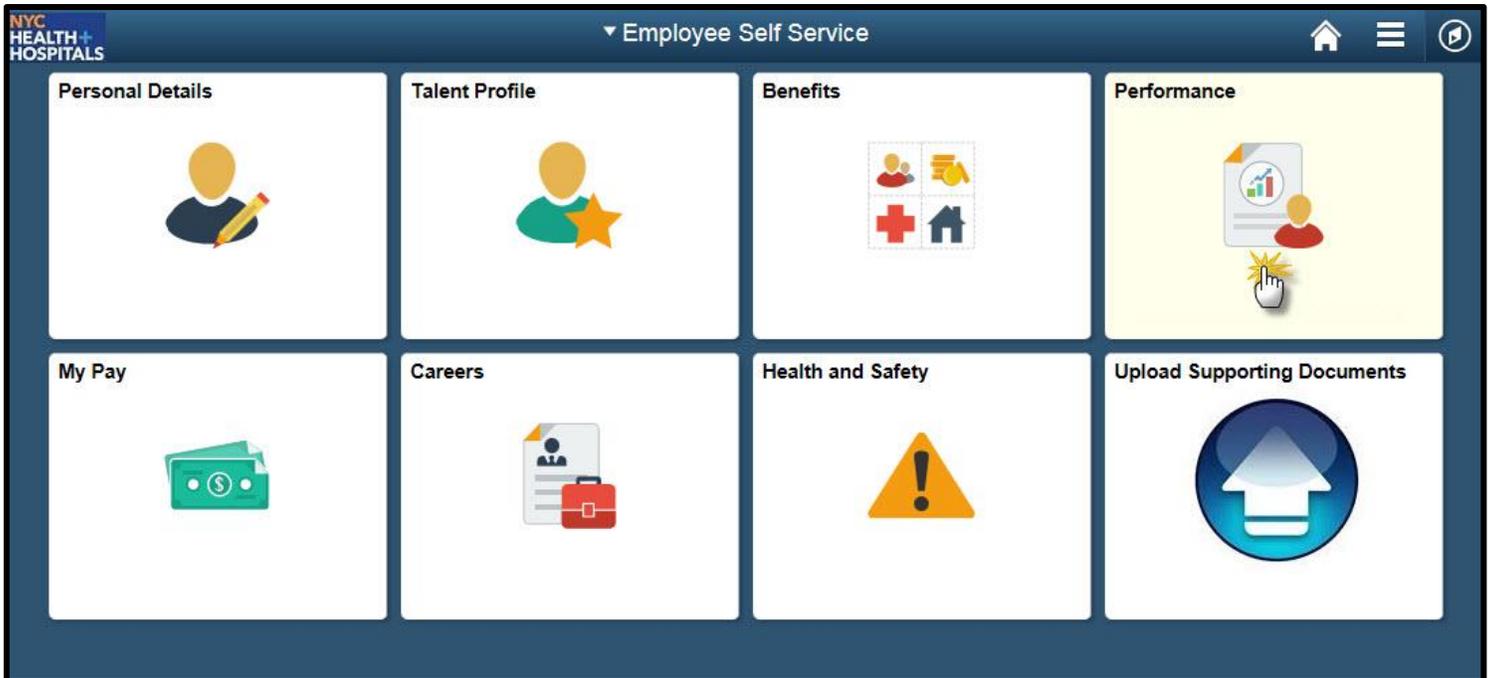
**How to View My Performance Documents**

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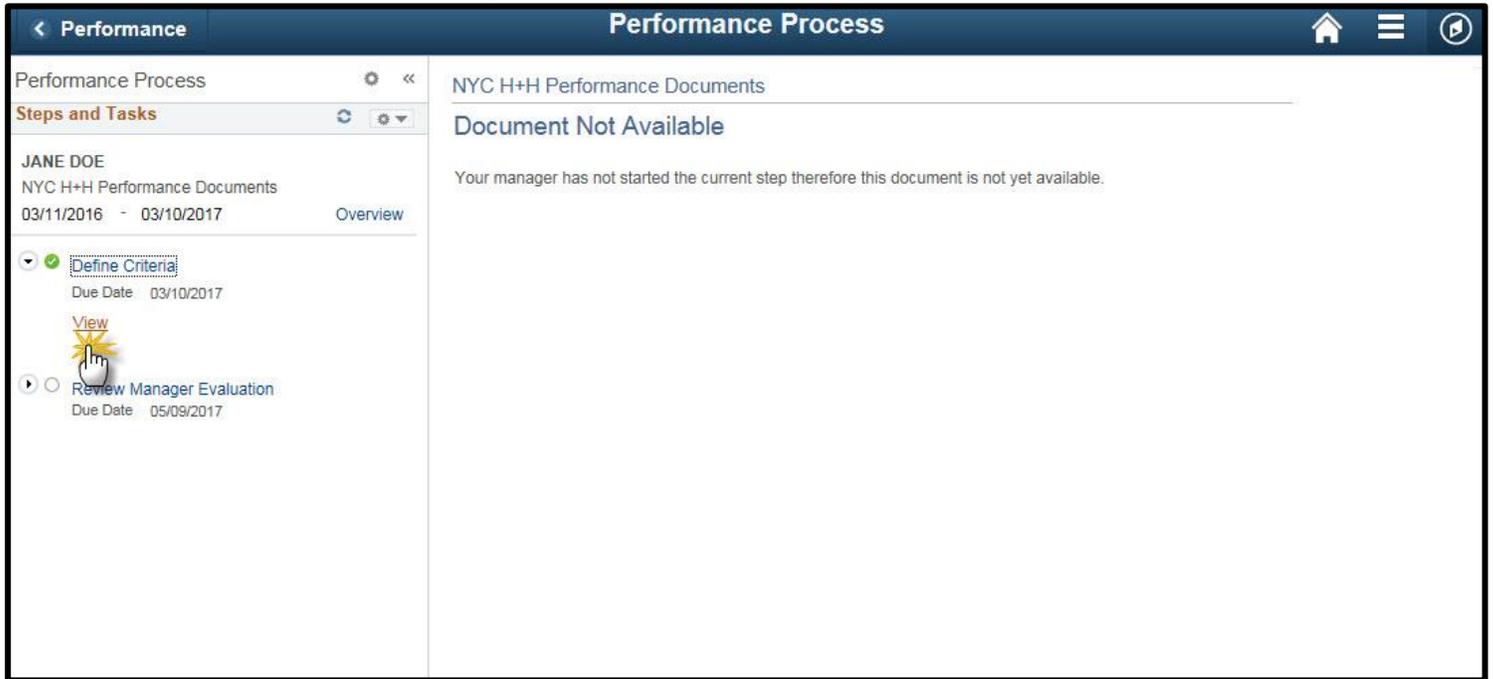
1. To view your Performance Evaluations, click on the tile labelled “**Performance.**”



2. The Performance page displays your current documents. Click on **NYC H+H Performance Documents**, to view the document criteria for the desired evaluation period.

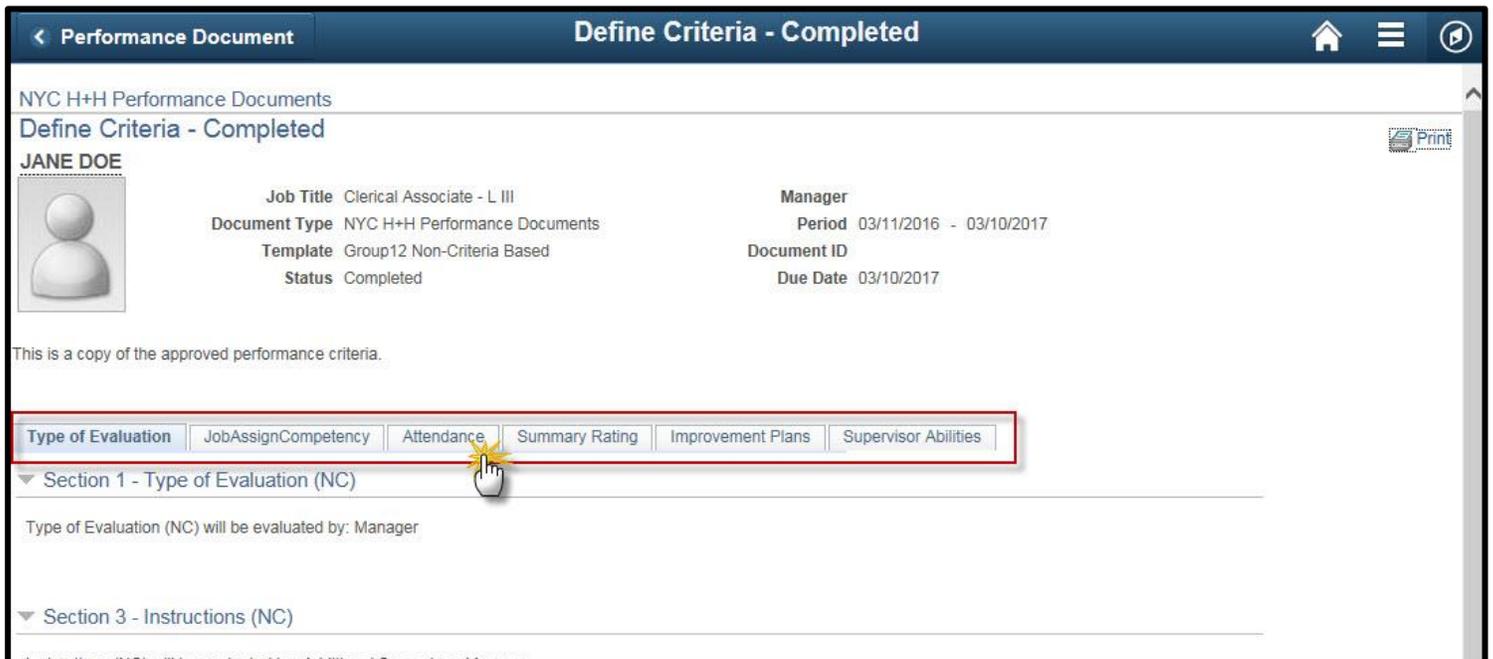


3. The **Document Details** page displays. Click on **View** at the Establish Evaluation Criteria to view that step, if **available**.



**Note:** *If your manager has finished the first step in the evaluation process, Establish Evaluation Criteria, then you will be able to view that step. **If not, you will not have access to view this step.***

4. The **Performance Criteria** page displays. Navigate the evaluation sections by using the tabs at the top of the page.



5. Click on the Expand link to view sections of the evaluation.

Performance Document **Define Criteria - Completed**   

NYC H+H Performance Documents  
**Define Criteria - Completed** 

**JANE DOE**

	<b>Job Title</b> Clerical Associate - L III	<b>Manager</b>
	<b>Document Type</b> NYC H+H Performance Documents	<b>Period</b> 03/11/2016 - 03/10/2017
	<b>Template</b> Group12 Non-Criteria Based	<b>Document ID</b>
	<b>Status</b> Completed	<b>Due Date</b> 03/10/2017

This is a copy of the approved performance criteria.

**Type of Evaluation** | JobAssignCompetency | Attendance | Summary Rating | Improvement Plans | Supervisor Abilities

▼ **Section 1 - Type of Evaluation (NC)**

Type of Evaluation (NC) will be evaluated by: Manager

▼ **Section 3 - Instructions (NC)**

Instructions (NC) will be evaluated by: Additional Supervisor, Manager

▼ **Expand** | **Collapse**

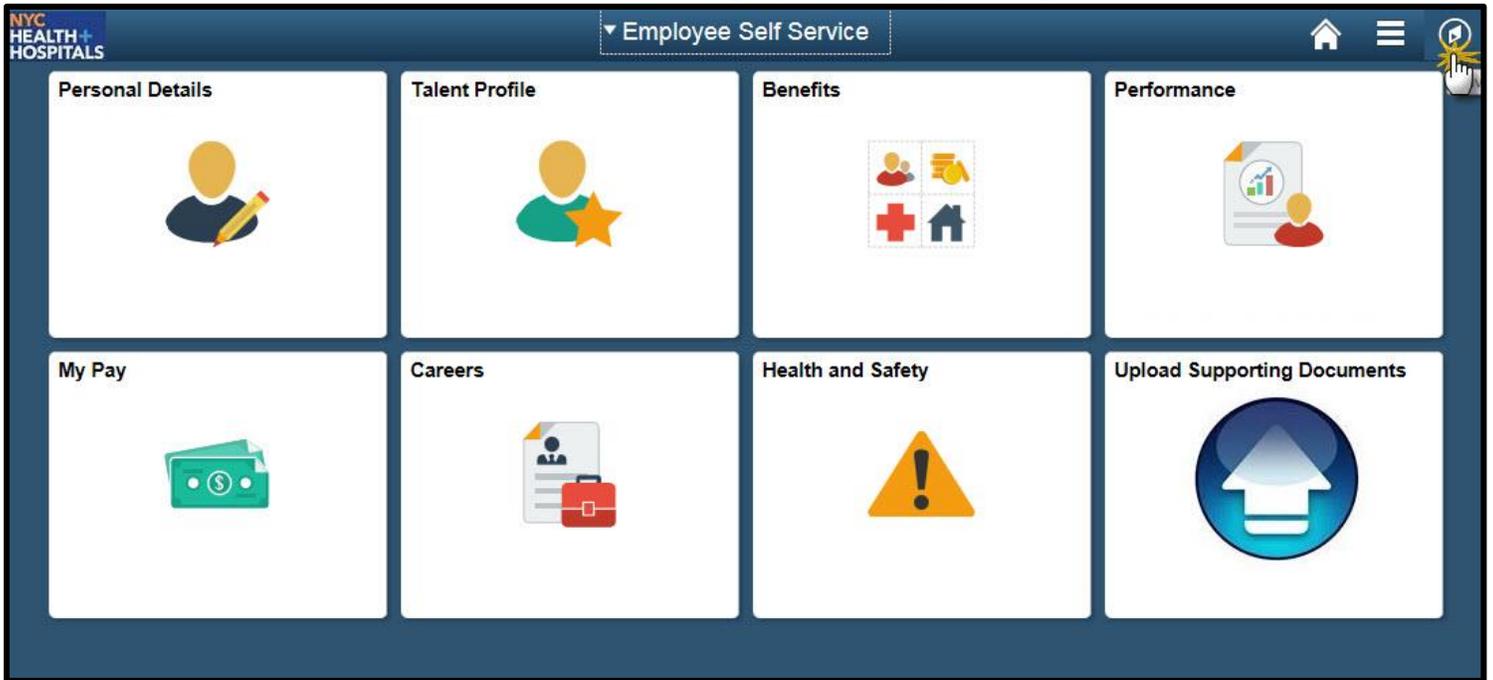
▶ **Instructions**

▼ **Audit History**

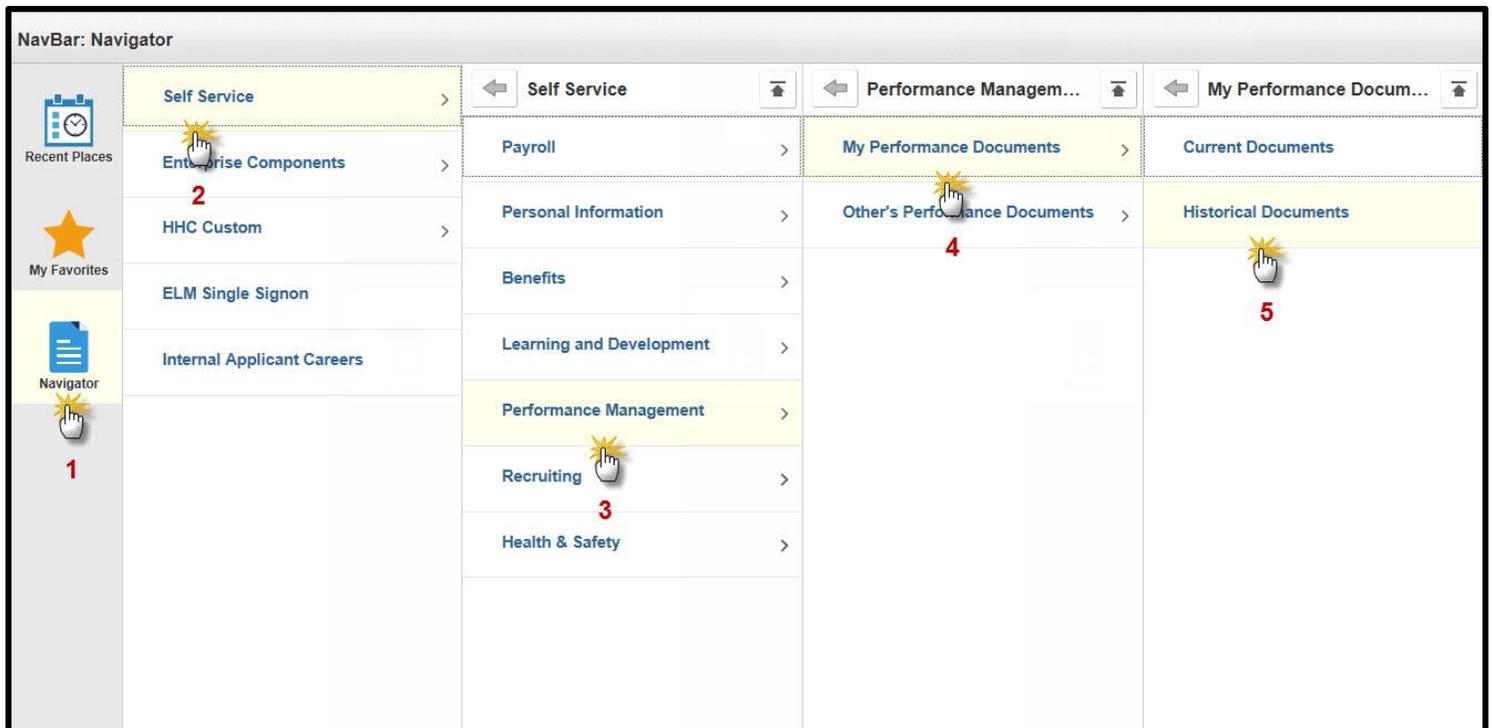
Created By	03/11/2016 12:03:24AM
Approved By	03/02/2017 10:38:02PM
Last Modified By	03/02/2017 10:38:02PM

## Viewing your Historical Performance Document, Ratings, and Comments

1. Click on the navigation icon to show display the navigation panel.



2. Navigate to **Self Service>Performance Management>My Performance Documents>Historical Documents**.



- The **Performance Document History** page displays with your historical documents. Click on the blue link, [NYC H+H Performance Documents](#), to view the document ratings and comments for the desired evaluation period.

**Performance Document History**

JANE DOE

Instructions: Please click on the HHC Performance Document link to view the Performance Document for the desired Evaluation Period. If you have any questions, please contact your local Human Resources Department. If no Performance Documents display, it means there are no Performance Documents available online at this time.

Employee ID	Document Type	Period Begin	Period End	Job Title	Document Status	Manager
	<a href="#">NYC H+H Performance Documents</a>	03/11/2015	03/10/2016	Clerical Associate - L III	Completed	
	<a href="#">NYC H+H Performance Documents</a>	03/11/2014	03/10/2015	Clerical Associate - L III	Completed	
	<a href="#">NYC H+H Performance Documents</a>	03/11/2013	03/10/2014	Clerical Associate - L III	Completed	
	<a href="#">NYC H+H Performance Documents</a>	03/11/2013	06/10/2013	Clerical Associate - L III	Completed	

- The **Document Details** page displays. Click on **View** at the Review Manager Evaluation step to view the ratings and comments entered by your manager.

**Document Selection** Performance Process

Performance Process

Steps and Tasks

JANE DOE  
NYC H+H Performance Documents  
03/11/2015 - 03/10/2016 Overview

- Define Criteria Due Date: 03/10/2016
- Review Manager Evaluation Due Date: 05/09/2016 **View**

NYC H+H Performance Documents  
**Manager Evaluation - Completed**

JANE DOE

Job Title: Clerical Associate - L III  
Document Type: NYC H+H Performance Documents  
Template: Status: Completed  
Manager: Period: 03/11/2015 - 03/10/2016  
Document ID: Due Date: 05/09/2016

Employee Data  
Empl ID  
Department

The document status is Completed.

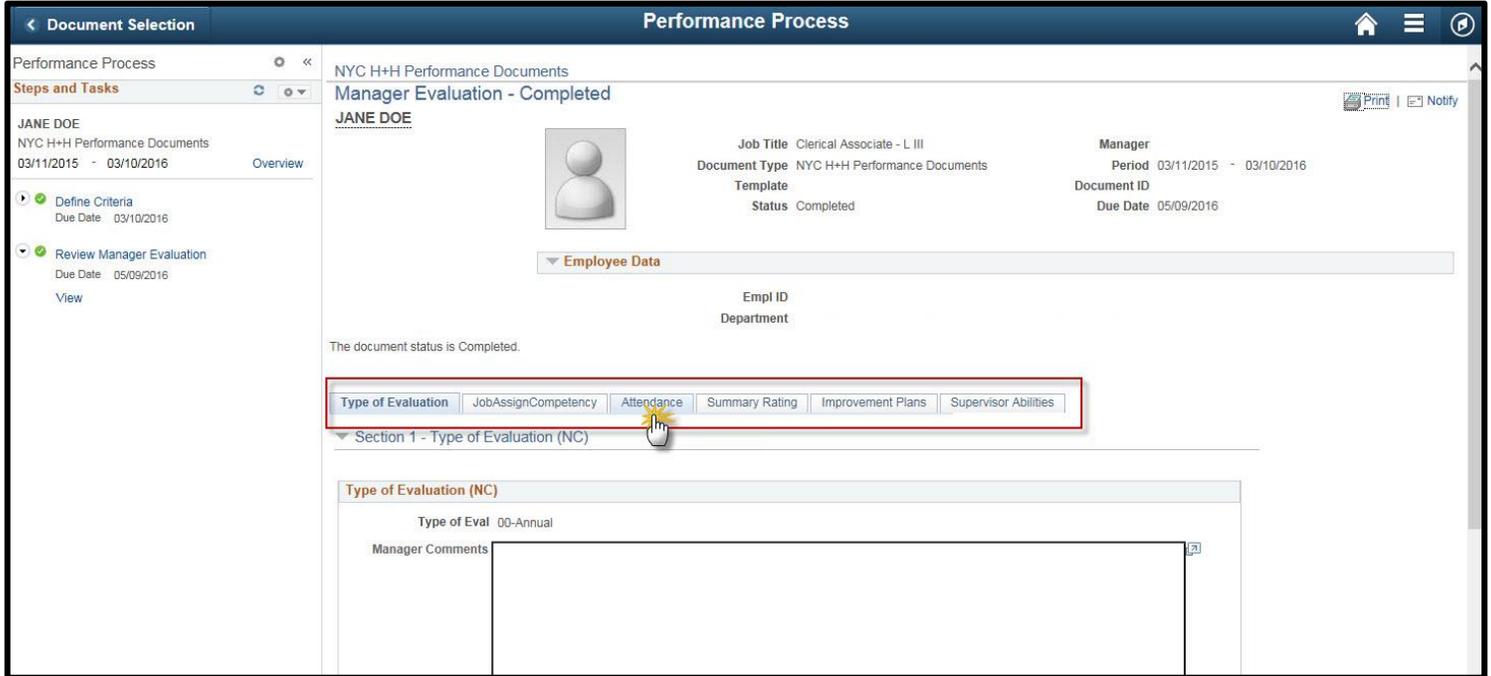
Type of Evaluation: JobAssignCompetency | Attendance | Summary Rating | Improvement Plans | Supervisor Abilities

Section 1 - Type of Evaluation (NC)

Type of Evaluation (NC)  
Type of Eval: 00-Annual  
Manager Comments

Section 3 - Instructions (NC)

5. The **Manager Evaluation** page displays. Navigate the evaluation sections by using the tabs at the top of the page.



6. Click on the **Expand** link to view sections of the evaluation containing ratings and comments.

