

How to View My Performance Documents

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- PAGE 2-4: VIEWING CURRENT PERFORMANCE DOCUMENT CRITERIA
- PAGE 5-7: VIEWING HISTORICAL PERFORMANCE DOCUMENTS



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**.



<u>Note:</u> 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 ate the top of the page.

Performance Document	Define	Criteria - Completed	∧ ≡ Ø
NYC H+H Performance Documents			^
Define Criteria - Completed			2 Print
JANE DOE			
Job Title	Clerical Associate - L III	Manager	
Document Type	NYC H+H Performance Documents	Period 03/11/2016 - 03/10/2017	
Template	Group12 Non-Criteria Based	Document ID	
Status	Completed	Due Date 03/10/2017	
This is a copy of the approved performance c	riteria.		
Type of Evaluation JobAssignCompeter	ency Attendance Summary Rating	Improvement Plans Supervisor Abilities	
 Section 1 - Type of Evaluation (No 	c) (")		
Type of Evaluation (NC) will be evaluated by	y: Manager		
Section 3 - Instructions (NC)			

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

NYC H+H Performance	e Documents					1.6 St. 24	\sim
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Define Criteria - C	ompleted					27 Print	
JANE DOE							1
	Job Title	Clerical Associate - L III	Manager	r			
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	Template (Group12 Non-Criteria Based	Document ID)			
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Type of Evaluation Jo	bAssignCompeter	ncy Attendance Summary	Rating Improvement Plans	Supervisor Abilities			
Section 1 - Type of	Evaluation (NC	:)					
Type of Evaluation (NC) wi	II be evaluated by:	: Manager					
 Section 3 - Instruction 	ons (NC)						
Instructions (NC) will be ev	aluated by: Addition	onal Supervisor, Manager					
Expand Collapse							
Audit History							
	Created B	Sy (03/11/2016 12:03:24AM				
	Last Modified B	V (13/02/2017 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.

NavBar: Naviç	jator							
	Self Service	>		Self Service		Performance Managem		My Performance Docum
Recent Places	Enterrise Components	>	Pa	yroll	>	My Performance Documents	Cu	rrent Documents
+	2 HHC Custom	>	Pe	ersonal Information	>	Other's Perfo ance Documents	His	storical Documents
My Favorites	ELM Single Signon		Be	enefits	>	4		5
	Internal Applicant Careers		Le	earning and Development	>			5
Navigator			Pe	erformance Management	>			
1			Re		>			
			He	3 ealth & Safety	>			

3. 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.

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							New Window	v Personaliz	ze Page 💼
Performa	ance Document l	History							
JANE DOE	E								
Instruction desired Eva If no Perfor time.	s: Please click on the H Iluation Period. If you h rmance Documents di	HC Performa ave any ques isplay, it mea	ance Docum tions, please ans there are	ent link to view the Perf contact your local Hun e no Performance Doc	ormance Documen nan Resources Dep cuments available	t for the artment. online at this			
Performa	nce Documents			Personalize F	ind 🖾 🔜 🛛 Fi	irst 🚯 1-4 of 4 🛞 Last			
Employee ID	Document Type	Period Begin	Period End	Job Title	Document Status	Manager			
	NYC H+H Performance Documents	03/11/2015	03/10/2016	Clerical Associate - L III	Completed				
	NYC H+H Performance Documents	03/11/2014	03/10/2015	Clerical Associate - L III	Completed				
	NYC H+H Performance Documents	03/11/2013	03/10/2014	Clerical Associate - L III	Completed				
	NYC H+H Performance Documents	03/11/2013	06/10/2013	Clerical Associate - L III	Completed				

4. 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	0 «	NYC H+H Performance Documents	-
Steps and Tasks JANE DOE NYC H+H Performance Documents 03/11/2015 • Ø Define Criteria	Overview	Manager Evaluation - Completed JANE DOE Job Title Clerical Associate - L III Manager Document Type NYC H+H Performance Documents Period 03/11/2015 - 03/11 Template Document ID Status Completed Due Date 05/09/2016	∰ Print 🖻 Notify 0/2016
Seview Manager Evaluation Due Date 05/09/2016		Employee Data	
		Empi ID Department The document status is Completed.	
		Type of Evaluation JobAssignCompetency Attendance Summary Rating Improvement Plans Supervisor Abilities 	
		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.

< Document Selection			Performance Process		€
Performance Process Steps and Tasks	0 «	NYC H+H Performance Documents Manager Evaluation - Completed			Print E Notify
JANE DOE NYC H+H Performance Documents 03/11/2015 - 03/10/2016	Overview		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	
 Review Manager Evaluation Due Date 05/09/2016 View 		Employee Da The document status is Completed. Type of Evaluation JobAssignCompetency Atter Section 1 - Type of Evaluation (NC) Type of Evaluation (NC) Type of Eval 00-Annual Manager Comments	ta Empl ID Department dance Summary Rating Improvement Plans Supervisor Abilitie		

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

Document Selection		Performance Process	♠ ≡ ⊘
Cocument Selection Performance Process Steps and Tasks JANE DOE NYC H+H Performance Documents 03/11/2015 - 03/10/2016 O Define Criteria Due Defice 03/10/2016	O « C O •	Performance Process NYC H+H Performance Documents Manager Evaluation - Completed Job Title Clerical Associate - L III Manager JANE DOE Job Title Clerical Associate - L III Manager Document Type NYC H+H Performance Documents Period 03/11/2015 - 03/10/2016 Template Document ID Status Completed Due Date 05/09/2016	R ≡ ⊘
Peview Manager Evaluation Due Date 05/09/2016 View View		Employee Data Empl ID Department The document status is Completed. Type of Evaluation JobAssignCompetency Attendance Summary Rating Improvement Plans Supervisor Abilities Section 8 - Supervisor Abilities Instructon Section 9 - Eval of Supervisor Abilities Section	