Accessing Completed Evaluations

Once an evaluation has been acknowledged, it will no longer appear in the **Current Documents** section.
A copy of the completed evaluation will also be filed in the electronic Personnel File.

Follow institution and manager recommendations for using this tool as part of the performance management process.

My Historical Documents – Employee

1. Click **My Historical Documents**, on the Performance page.

2. Click on the document to review.

Historical Team Documents – Manager

1. Click **Historical Documents**, on the Team Performance page.

2. Click on the document to review.

Print Evaluations

1. Open the document.

2. Click the **Printer** icon in the upper right corner.

3. Click the **Printer** icon on the document page, which has opened in a new browser tab.

4. Close the new browser tab.