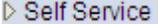
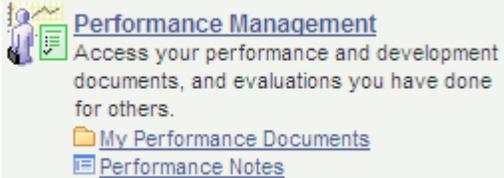
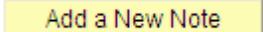
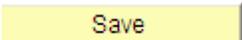


## EMPLOYEE SELF SERVICE INSTRUCTIONS ON HOW TO DOCUMENT PERFORMANCE USING PERFORMANCE NOTES

### How to Use Performance Notes

Step	Action	Notes
(1)	Login to PeopleSoft <a href="https://pshcm.dc.gov">https://pshcm.dc.gov</a>	
(2)	Click the <b>Self Service</b> link. 	
(3)	Click the <b>Performance Notes</b> link under Performance Management. 	
(4)	Click the <b>Add a New Note</b> button. 	
(5)	Enter your notes into the comments field and then click the <b>Save</b> button. 	The character limit is 1333.
(6)	Click the <b>Performance Note Selection</b> link to add more notes. Return To: <a href="#">Performance Note Selection</a>	To modify the content of a note select the note you would like to change.



Go to Department of Human Resource's Performance Management webpage  
<http://dcop.dc.gov/dcop/cwp/view,a,1220,q,530729,dcopNav,%7C31656%7C.asp>  
 OR Contact your HR Advisor.