

## EMPLOYEE INSTRUCTIONS ON HOW TO ACKNOWLEDGE THE EVALUATION

Self Evaluation ⇒ Official Evaluation ⇒ Reviewer ⇒ YEAR-END DISCUSSION & ACKNOWLEDGEMENT

### How to Acknowledge an Evaluation

NOTE: The Acknowledge Review button is clicked by an employee to confirm that the year-end discussion was held. Clicking the button does not mean the employee agrees with the evaluation.

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>My Performance Documents</b> link under Performance Management.	
(4)	Click the <b>Current Documents</b> link.	
(5)	Click the <b>Annual Performance Document</b> link.	
(6)	Click the <b>View</b> link associated with the “Review Manager Evaluation” step under Document Progress to open the evaluation.	
(7)	Click the <b>Acknowledge Review</b> button twice.	<p>The employee will receive an email letting her/him know that s/he may acknowledge that the year-end discussion was held.</p> <p>The <b>Acknowledge Review</b> button should be clicked <i>after</i> the employee has met with her/his supervisor to discuss the evaluation</p>
(8)	Click the <b>OK</b> button.	<p>An email notification will be sent to the employee’s supervisor to inform her/him that the employee has acknowledged that the year-end discussion was held.</p> <p>The supervisor will complete the evaluation and the employee and supervisor will have access to a read only version of the evaluation.</p>



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.