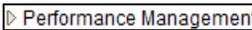
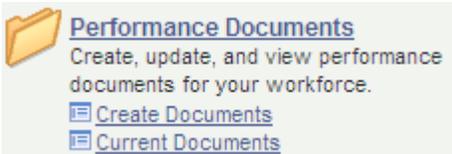
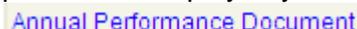
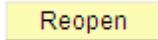
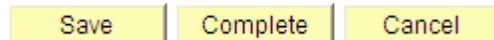
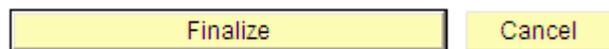


## SUPERVISOR INSTRUCTIONS ON HOW TO ADD COMMENTS TO THE MID-YEAR REVIEW SECTION

### How to Add Comments to the Mid-Year Review Section

Step	Action	Notes
(1)	Login to PeopleSoft <a href="https://pshcm.dc.gov">https://pshcm.dc.gov</a>	
(2)	Click the <b>Manager Self Service</b> link. 	
(3)	Click the <b>Performance Management</b> link. 	
(4)	Click the <b>Current Documents</b> link located under Performance Documents. 	
(5)	Click the <b>Annual Performance Document</b> link associated with the plan of the employee you would like to work on. 	
(6)	Click the <b>View</b> link to open the plan. 	
(7)	Click the <b>Reopen</b> button. 	The reopen button will appear if the evaluation has been finalized.
(8)	Add comments to the Mid-Year Review Progress Summary field.	
(9)	Click the <b>Complete</b> button. 	
(10)	Click the <b>Finalize</b> button. 	If a plan is reopened it must be re-finalized.

**Employee WILL NOT see the comments in the Mid-Year Review Progress Summary field until the employee's performance evaluation is made available to the employee during the evaluation phase.**