



## TM-02.2 CABQ - Viewing Employee Comments and Closing Checkpoints

Step	Action
1.	<p>A manager will receive an e-mail with a URL link to PeopleSoft when the employee adds comments and completes the checkpoint.</p> <p>Click on the link to be taken to PeopleSoft. When you login you will be taken to the performance document.</p>
2.	<p>Next you will type in your User ID and Password then press Enter to access the Performance Document.</p>
3.	<p>Click the <b>Minimize Performance Process</b> button.</p> 
4.	<p>Click the <b>Expand All</b> link.</p>
5.	<p>Click the <b>TAB Format</b> link.</p>
6.	<p>Employee Comments begin on the Core Values tab.</p> <p>Click the <b>Core Values</b> tab.</p> 
7.	<p>Employees do not comment on each Core Value individually.</p> <p>Employee comments on Core Values are located at the bottom of the tab in the <b>Core Values Summary</b>.</p>
8.	<p>Next review the comments on the Performance Goals.</p> <p>Click the <b>Performance Goals</b> tab.</p> 
9.	<p>Employee comments will be located at the bottom of the tab in the <b>Performance Goals Summary</b> section.</p>
10.	<p>After reviewing the comments from the Performance Goals tab -</p> <p>Click the <b>My Career Goals</b> tab.</p> 
11.	<p>Employee comments will be located at the bottom of the tab in the <b>Career Goals Summary</b>.</p>



Step	Action
12.	After you have reviewed all employee comments you will discuss progress or concerns with your employee. Then you will close out the Checkpoint.  Click the <b>Complete Checkpoint</b> button. 
13.	To complete the close checkpoint process you need to confirm that you do want to proceed.  Click the <b>Confirm</b> button. 
14.	<b>Optional Step</b> To view an updated progress status - Click the <b>Expand</b> button. 
15.	Click the <b>Reload</b> button to update the Performance Process status (also known as <i>train stops</i> ). 
16.	<b>Checkpoint 1</b> now shows as complete.
17.	To continue to the next employee's document -  Click the <b>Return to Current Documents</b> link. 
18.	Congratulations! You have completed the <b>Viewing Employee Comments and Closing Checkpoints</b> course. <b>End of Procedure.</b>