



TM-03.1 CABQ - Finalize Performance Criteria

Step	Action
1.	Navigate to the employee performance document through Manager Self Service or the Manager Dashboard. Click the Minimize Performance Process button. 
2.	Click the Expand All link.
3.	Click the TAB Format link.
4.	Go to the Core Values, Performance Goals and Career Goals tabs to review and update (as appropriate) the goals, comments, notes, etc. Verify that the document is ready to proceed to the final evaluation stage.
5.	Click the Core Values tab and review. 
6.	After reviewing all of the Core Values tab - Click the Performance Goals tab and review. 
7.	After reviewing all of the Performance Goals tab - Click the My Career Goals tab and review. 
8.	When you are satisfied that the document is ready for final evaluation activities - Click the Complete button. 
9.	You are given a choice to Confirm (proceed) or to Cancel (return to document). For this training, Click the Confirm button. 
10.	If the confirmation was successful the system will display this message: You have successfully completed the Finalize Criteria Step.
11.	Optional Step To view an updated progress status in the "train stops" - Click the Expand button. 



Step	Action
12.	Click the Reload button. 
13.	The Finalize Criteria step now shows as complete.
14.	Congratulations! You have completed the Finalize Performance Criteria course. End of Procedure.