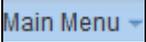
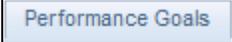




TME-02.1 CABQ - Review Manager Comments and Add Your Comments

Step	Action
1.	Click the Main Menu item to begin navigation. 
2.	Click the Self Service menu.
3.	Click the Performance Management menu.
4.	Click the My Performance Documents menu.
5.	Click the Current Documents menu.
6.	Click the Basic Annual Review link. 
7.	Notice that the steps and tasks for the performance document are tracked in the Performance Process column.
8.	Click the Minimize Performance Process button to expand your document view. 
9.	Click the Expand All link to open up all sections of the document first.
10.	Click the TAB Format link to have easy access to all sections of the document.
11.	Managers do not comment on the City Goals tab. You will start your review of manager's comments on the Core Values tab. Click the Core Values tab. 
12.	Take a moment to read through the Core City Values descriptions: 1. Integrity 2. Service 3. Excellence 4. Ethical Conduct 5. Environmental Sustainability (Departmental Goals)
13.	At the bottom of the Core City Values tab is the Core City Values Summary . Review your manager's checkpoint comments (on your progress) with Core City Values then add your comments in the Employee Comments box. Ratings are only completed in the final phase (Self-Review and Manager Review) not at Checkpoints.



Step	Action
14.	Click the Save button to save your work before moving to the next tab. 
15.	Click the Performance Goals tab. 
16.	Review your Performance Goal SMART Targets. <u>Reminder - SMART Targets are:</u> Specific Measurable Actionable Realistic Timed
17.	In the Performance Goals Summary : Review your manager's checkpoint comments then add your comments in the Employee Comments box. Ratings are only completed in the final phase (Self-Review and Manager Review) not at Checkpoints.
18.	Click the Save button. 
19.	Click the My Career Goals tab. 
20.	After reviewing your Career Goals and the manager's comments add your comments to the Employee Comments box under Career Goals Summary.
21.	Click the Save button. 
22.	To finalize this Checkpoint and share your comments with your manager: Click the Share with Manager button. <i>This action will trigger an e-mail to your manager letting him/her know you have updated the document with your comments.</i> 
23.	You are given a chance to cancel and return to the performance document if you need to add more comments. If you are ready for your manager to see your comments: Click the Confirm button. 



Step	Action
24.	Optional Step To view the status of your review activity - Click the Expand button. 
25.	To update the status - Click the Reload button. 
26.	The Yellow (in progress) status has changed to Green (completed) status. Click the Home link. 
27.	Congratulations! You successfully completed the Review Manager Comments and Add Your Comments. End of Procedure.