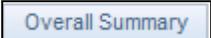




## TME-03.2 CABQ - Viewing and Commenting on Manager Review

Step	Action
1.	Click the <b>Main Menu</b> item to begin navigation. 
2.	Click the <b>Self Service</b> menu.
3.	Click the <b>Performance Management</b> menu.
4.	Click the <b>My Performance Documents</b> menu.
5.	Click the <b>Current Documents</b> menu.
6.	Click the <b>Basic Annual Review</b> link. 
7.	Click the <b>Minimize Performance Process</b> button. 
8.	Click the <b>Expand All</b> link.
9.	Click the <b>TAB Format</b> link.
10.	The <b>City Goal(s)</b> that apply to your department will be displayed on the first tab. Review the City Goal(s).  <b>Note:</b> City Goals are not rated. It shows how your department is connected to and contributes to the overall goals of the City.
11.	After reviewing the first tab, continue to navigate through each tab to view the manager ratings and comments.  Click the <b>Core Values</b> tab. 
12.	Each of the Core City Values will display both the Manager Rating and the Employee Rating. This makes it easy for you to compare your Self-Review ratings to the Manager ratings.  In this example on the Excellence value, the manager gives a rating of 4-Exceeds Expectations while the employee gave a self-review of 3-Meets Expectations. Discuss differences with your manager and/or read manager comments for more detail.
13.	Remember that you can view the rating descriptions by clicking on the icon to the right of the rating number. All discrepancies between ratings are opportunities for discussion.



Step	Action
14.	<p>At the bottom of the Core City Values tab is the Summary. This is where the system will display your overall rating for this tab.</p> <p>Review <b>Manager Comments</b>.</p>
15.	<p>If you wish to comment on the manager review type comments into the <b>Employee Comments</b> box.</p>
16.	<p><i>The next tab (Job Summary) is not rated and is for reference only so you will skip that tab.</i></p> <p>Click the <b>Performance Goals</b> tab.</p> <p></p>
17.	<p>Review the manager rating of your Performance Goals.</p> <p>In the <b>Performance Goal Summary</b>, you will see the system calculated overall Performance Goal rating.</p>
18.	<p>Review the manager Performance Goals combined rating and comments.</p> <p>If you wish to comment on how the manager reviewed you, those comments can be entered into the <b>Employee Comments</b> area.</p>
19.	<p>Click the <b>My Career Goals</b> tab.</p> <p></p>
20.	<p>Review the manager documentation on your Career Goals.</p> <p>The options are: A-Met B-Not Met</p> <p>These are not included in your overall rating, but are documented for tracking purposes.</p>
21.	<p>Click the <b>Overall Summary</b> tab.</p> <p></p>
22.	<p>On the <b>Overall Summary</b> you can compare the manager rating to the rating you gave yourself. If there is disagreement this is an opportunity for further discussion with your manager.</p> <p><i>The Overall Rating is system calculated from the manager ratings and cannot be changed unless an individual item rating is changed by the manager.</i></p>
23.	<p>Click the <b>Comments</b> tab.</p> <p></p>
24.	<p>Review additional manager comments or add more employee comments on the <b>Comments</b> tab.</p>
25.	<p>Review additional manager comments or add more employee comments on the <b>Comments</b> tab.</p>



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Step	Action
26.	When you are finished reviewing comments and adding responses to manager comments -  Click the <b>Save</b> button. 
27.	The manager will receive an e-mail that you have completed your review of their ratings and comments.
28.	Congratulations! You successfully completed the <b>Viewing and Commenting on Manager Review.</b> <b>End of Procedure.</b>