



TME-03.3 CABQ - Acknowledging Your Review

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.	Click the Expand All link.
8.	Click the TAB Format link.
9.	<p>Remember that acknowledging your review does not mean that you agree with the review. This step is indicating that you and your manager have completed the review steps and you are aware of the official rating.</p> <p>You can add comments noting your agreement or disagreement before completing this step.</p> <p>Be sure to remain professional in your comments as these will be a permanent part of your historical performance documents.</p> <p>Click the Acknowledge button. </p>
10.	<p>Read the Confirm Review Action message: <i>"You have chosen to acknowledge that you and your manager have reviewed this document. Upon selecting confirm you are acknowledging that the review was held and your electronic signature will be added to this document."</i></p> <p>Note: <i>If you are not ready to confirm you will click the Cancel button and return to the document later to Confirm.</i></p> <p>For this training, you are ready to confirm. Click the Confirm button. </p>
11.	The success message should be displayed.
12.	Congratulations! You successfully completed the Acknowledging Your Review course. End of Procedure.

