SELF-SERVICE | Acknowledging the Appraisal in Your Self-Service

*NOTE: After you and your manager have met to review and discuss your performance appraisal, you'll need to follow the steps outlined below to acknowledge the finalized performance appraisal through Your Self-Service.

STEP 1: Log into Your Self-Service and click on the My Reviews option on the left side of the screen.



STEP 2: Then, click on the Acknowledge tab at the top of the screen.

\equiv Performance Appraisals					
Active Acknowledge Completed					
Active					
Appraisal Form	Status	Next Step	Period Begin	Period End ≑	Estimated % Complete
2021 NON-OFFICE	In Progress	Appraisal is now complete	1/1/2021	12/31/2021	100 %

STEP 3: Place a check mark in the box to the left of the appraisal and click the **View Full Appraisal** link in the upper right corner of the screen to review the finalized appraisal.

	\equiv Performance Appraisals Q						
Act	ive Acknowledge Completed						
Ackr	Acknowledge						
	Appraisal Form	Status	Next Step	Period Begin	Period End ≑		
	2021 NON-OFFICE	Waiting Acknowledgment	Awaiting Employee Acknowledgement	1/1/2021	12/31/2021		

*NOTE: The performance appraisal will open in a separate browser tab (or window) where it can be downloaded or printed using the icons in the upper right corner of the screen.

≡	Ashley Performance Appraisal 2021: Non-Office for Michael Hastings	1 / 4 - 100% + 🗄 \delta	🛨 👼 :
		Ashley Performance Appraisal 2021: Non-Office for Michael Hastings Performance Review Period: January 1, 2021 - December 31, 2021	
	1	Resource	
	A manufacture of the second se	Employee: 139068 Michael Hastings Location: AFI Statesville Organization Unit: Manufacturing Casegoods Manager Name: Mark Young Jr Manager Title: RTA Ops Manager 2nd Position: RTA 2nd Supervisor Position Date: 07/14/2014 Start Date: 07/14/2014	
		Core Values	
	3	 Core Values: Honesty and Integrity Without hesitation, uses candor and is direct in communication. Is tough-minided in working in and meeting the demands of reality. Always tells the truth and follows through on commitments. Manager: Generally Meets	

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STEP 5: Once you finish reviewing the appraisal, return to the Your Self-Service browser tab (or window) and click the **Acknowledge** link in the upper right corner of the screen.

= Performance Appraisals							Q
	Active	Acknowledge Completed					
Γ	Acknowled	dge		•	🖯 View Full Appraisal	⊘ Acknowledge	
	=	Appraisal Form	Status	Next Step	Period Begin	Period End ≑	
		2021 NON-OFFICE	Waiting Acknowledgment	Awaiting Employee Acknowledgement	1/1/2021	12/31/2021	

STEP 6: Read the *Performance Appraisal Acknowledgement* statement pop-up and click the Submit button.

Performance Appraisal Acknowledgement				
Please review and acknowledge your appraisal. Your acknowledgment means that you have reviewed and provided your comments for the appraisal. By clicking ok, you are acknowledging that you have reviewed your performance appraisal.				
Cancel	Submit			

*NOTE: Once you submit the Acknowledgement, the appraisal will move to the Performance Appraisals Completed tab.

	= Performance Appraisals Q							
	Active Acknowledge Completed							
н	Historical = Search							
		Appraisal Form	Next Step	Overall Rating	Period Begin	Period End ≑	Review Type	For Resource
		2021 NON-OFFICE		Generally Meets	1/1/2021	12/31/2021	Manager	