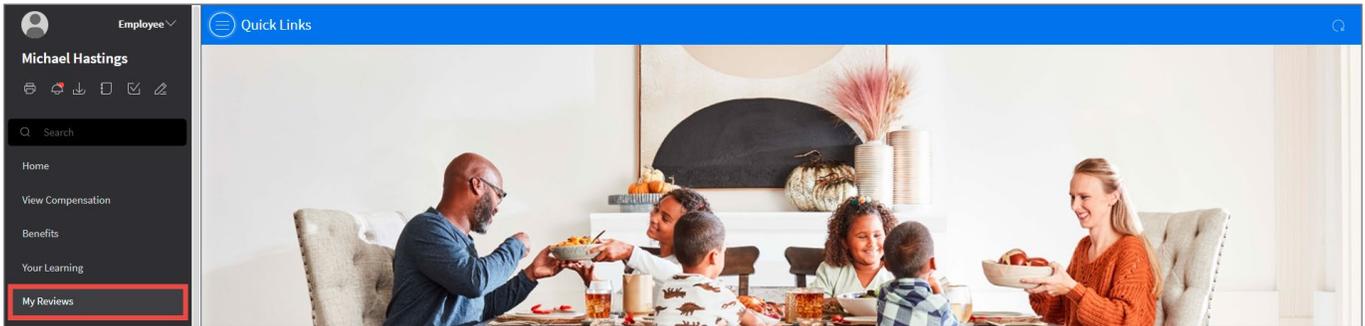


\*NOTE: After you and your manager have met to review and discuss your performance appraisal, you'll need to follow the steps outlined below to acknowledge the finalized performance appraisal through Your Self-Service.

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



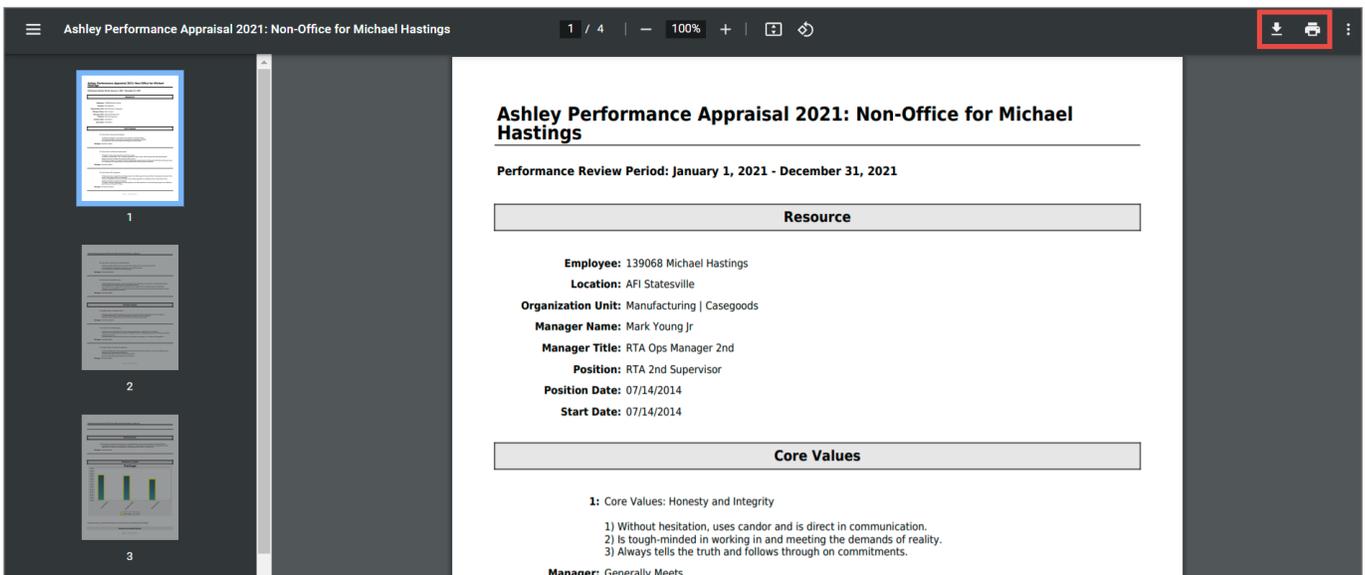
**STEP 2:** Then, click on the **Acknowledge** tab at the top of the screen.



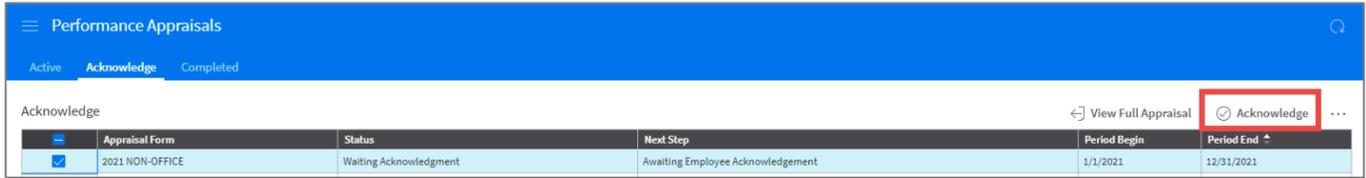
**STEP 3:** Place a check mark in the box to the left of the appraisal and click the **View Full Appraisal** link in the upper right corner of the screen to review the finalized appraisal.



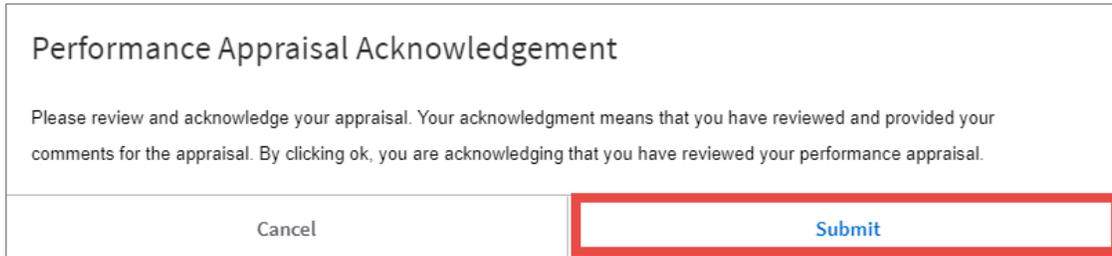
\*NOTE: The performance appraisal will open in a separate browser tab (or window) where it can be downloaded or printed using the icons in the upper right corner of the screen.



**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.



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



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

