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The employee, manager, and reviewing manager all have an active role in the evaluation process.

This document includes the steps that employees should follow to complete and finalize their evaluation in the system.

**Step 1: Log in to Employee Self Service using the Route 88 URL.** https://route88.state.ga.us

Logging in on this screen will take you directly to the Main Menu screen for PeopleSoft HCM.
Step 2: Click on Self Service

Step 3: Click on Performance Management
Step 4: Click on My Performance Documents

Step 5: Click on Current Documents
Step 6: Click on **Annual Performance Review**

![Annual Performance Review Image]

Step 7: In the Complete Self Evaluation Step, click **Start** to open your self-evaluation.

![Complete Self Evaluation Image]

**Note:** Contact your manager if your Establish Evaluation Criteria step isn’t showing as “Completed.”
Note: Click on the Save button periodically to save your work as the system may time out due to inactivity. Only click on the Complete button when you are totally finished with your self-evaluation and ready for your manager to review.

Step 8: Enter ratings and comments for each section where applicable. Again, be sure to save often – the system will time-out after a period of inactivity and you will lose any work that has not been saved.
Step 9: When you have finished updating the evaluation, save and then click the Complete button to make the document available to your manager.

Step 10: To ensure that you did not click Complete by mistake, the system will ask you to click Complete one more time to finalize the self-evaluation. The system will send an email to your manager that communicates that you have completed the self-evaluation.
Step 11: Click Ok

Your manager will receive an email notifying him/her that you have completed your self-evaluation (see below).

You can log in and review your plan and/or your self evaluation at any time.
Step 12: This completes the self-evaluation process.

Your manager will now review the self-evaluation that you submitted and complete his/her evaluation.
After all required approvals have been received, the system will make the evaluation available for review. The manager will schedule a meeting to discuss the evaluation in detail with you.

Step 1: Log in to the ePerformance system (following steps 1 – 5 on pages 2-4) to review your completed performance evaluation. Click on Annual Performance Review.
Step 2: Review Manager Evaluation, click **View**.

Step 3: Scroll down to view the manager evaluation ratings and comments.
Step 4: If you would like to print the evaluation, click on the icon. A pdf version of your performance evaluation will display, which can then be printed (see below).

![Performance Document - Annual Performance Review](image)

Step 5: Attend the meeting scheduled by your manager to discuss in detail the performance evaluation.
Step 1: Log in to the ePerformance system (following steps 1 – 5 on pages 2-4).

Step 2: Click on the Annual Performance Review link
Step 3: Click on the **Acknowledge** link

![Image of the Oracle interface showing the Acknowledge button highlighted.]

Step 4: Click on the Acknowledge Review button

![Image of the Oracle interface showing the Acknowledge Review button highlighted.]

**Note:** Employees may add comments in the Employee Comments section of the evaluation prior to Acknowledging the document.
Step 5: Click Ok

Note: The status now changes to “Acknowledged” (see below).
Your manager will receive an email to let him/her know that you have acknowledged the performance evaluation (see below).

Your manager will now complete the evaluation, and the status will change to “Completed”. After this, you may view and/or print the evaluation at any time by clicking on Historical Documents.