Employee Job Aid

Performance Evaluation Process

Employee & Organizational Development
The University of New Mexico

PEP ONLINE

HUMAN RESOURCES
UNMJOBS.UNM.EDU

The following steps are how to download and print your Self Evaluation once you receive the acknowledgement to complete the Employee Acknowledgement step.

1 Once you receive the acknowledgement to complete the **Employee Acknowledgement** step, it is a good idea to print or download a copy of your evaluation. Here is how you do it:

You will access the Evaluation from your UNM Jobs homepage by hovering on **Performance** and click **Performance Reviews**.

2 Once you click on **Performance review** you will see your **personal reviews**.

Performance Review Summary - Lucy Lobo

| My Assigned Reviews | My Personal Reviews |

Title:

[   ] **Q Search**

☐ Show completed and expired tasks

Title ⇕	Description
📘 Complete Performance Evaluation	2018 Annual PEP Task

3 Click on your **Performance Evaluation**

| My Assigned Reviews | My Personal Reviews |

Review ⇕
2017 Annual PEP
2018 Annual Performance Evaluation

4 You will see your review and in the upper right corner there is a dropdown box labeled, "Options." When you click on it, you are given the option to Print the Review. It will open in a PDF you can download or print.

| Home | Performance | UNMJobs | Recruiting Resources |

2018 Annual Performance Evaluation   Options ▾

Print Review

- 🏠 Overview
- ✓ Job Responsibilities Ev...
- ✓ Goal Evaluation
- ✓ Self-Evaluation

Lucy Lobo
1/1/2018 - 12/31/2018

80%

Overview

5

You can download the review or print it

2018 Annual Performance Evaluation

Review Period 1/1/2018 - 12/31/2018

REVIEWER
Louie Lobo (Manager), Kevin Stevenson (Manager - Co-Planner)

6 To **print**: Hover over File> Select Print

To **download**: Hover over File> Select Save As

2018_Annual_Performance_Evaluation-Lucy_Lobo.pdf - Adobe Acrobat Reader DC

File   Edit   View   Window   Help

| | | | 2018_Annual_Perfo... | 2018_Annual_Perfo... ✕ |

Open...   Ctrl+O
Create PDF Online...

Save   Ctrl+S
Save As...   Shift+Ctrl+S
Save as Other   ▶

Share File

Revert
Close   Ctrl+W

Properties...   Ctrl+D

Print...   Ctrl+P

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1 / 12   92%

mance Evaluation

3 - 12/31/2018

NOTE: Employee's can also click the "**Complete Performance Evaluation**" link on their homepage to open the evaluation and download the PDF.

Performance Evaluation Tasks

	Due Date
⚠ Enter 2018 PEP Goals	1/31/2019
⚠ Complete Performance Evaluation	1/31/2019