1. Login to myPerformance. All tasks you have will be listed on the homepage.

2. To access employees’ appraisals, you can either:
   a. Click the Quick Selector and then click “Edit Appraisal” next to the employee’s name, or
   b. Click “Write appraisals for your employees,” which will take you to the Task Status tab. Then, click “Edit Appraisal next to the employee’s name.