

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

The screenshot shows the myPerformance homepage. The user is logged in as Mason halogenManager. The main section is titled "My Tasks (You have tasks to do)". A red box highlights the following tasks:

Status	Task	General Timeline	Completed
●	My Evaluation: FY16 TEST Appraisal Process UMSYS   Status		
●	Write your self-appraisal	8/31/16	N/A
●	FY16 TEST Appraisal Process UMSYS   Status		
●	Write appraisals for your employees (2 To-Dos)	8/31/16	0 of 2

Below the task list is a "Useful Links" section with links to Missouri S&T, MU, UMKC, UMSL, and UMSYS myPerformance Webpages. On the right, there is an "Activity Tracker" showing a timeline of events from "Two Weeks Ago" to "Older Than 2 Weeks".

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

The screenshot shows the "Write appraisals for your employees" task page. It features a table with the following data:

Employee Name	Task
Mark halogenEmployee	Edit Appraisal
Melissa halogenEmployee	Edit Appraisal

The "Edit Appraisal" buttons are highlighted with a red box.

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

The screenshot shows the "Task Status" page for the "FY16 TEST Appraisal Process UMSYS". The "Tasks" tab is active, showing a timeline of tasks. The "Write appraisals for your employees" task is highlighted in blue. Below the timeline, there is a table of "Appraisal Tasks":

First Name	Last Name	Write appraisals for your employees	Appraisal Status	Modified Date	General Timeline	Completed Date	Employee writes self-appraisal
Mark	halogenEmplo yee	Edit Appraisal	View Status		8/31/16		View Self-Appraisal
Melissa	halogenEmplo yee	Edit Appraisal	View Status	3/21/16	8/31/16		Automatically Completed

The "Edit Appraisal" buttons are highlighted with a red box.