There are two ways you can enter key responsibilities: your direct reports can enter them on their self-appraisal form, and once they submit the form they will be pre-populated on your version of the form. The second way is for you to add them to the form yourself. To do that, follow the below steps.

1. Login to myPerformance.

2. Click on “Write appraisals for your employees”
3. Click “Edit Appraisal” for the employee you would like to evaluate.
4. Type the employee’s Key Responsibilities in the blank boxes. You can add up to 7 Key Responsibilities.