

# myPerformance *How to: View an Employee's Self-Appraisal*

1. Login to [myPerformance](#).
2. Click on the "Task Status" tab

The screenshot displays the myPerformance web application interface. The browser address bar shows the URL: <https://ondemand.halogensoftware.com/curatorsofi>. The application header includes the myPerformance logo and a navigation menu with tabs: Home, My Performance, My Employees, **Task Status** (highlighted with a red circle), and Reports. Below the navigation menu, a welcome message reads: "Welcome Shannon Linhares. You are currently logged in as Mason halogenManager".

The main content area is divided into two sections:

- My Tasks (You have tasks to do):** A table listing tasks with columns for Status, Task, General Timeline, and Completed. The tasks are:
  - My Evaluation: UMSYS Training Process | Status
    - Write your self-appraisal (4/26/14, N/A)
    - Write appraisals for your employees (5/3/14, 2 of 2)
  - My Evaluation: MU UAT FY14 Appraisal Process V2 | Status
    - Write your self-appraisal (7/2/14, N/A)
    - Meet and discuss evaluation with the employee (1 To-Do) (8/6/14, 0 of 2)
    - Write appraisals for your employees (1 To-Do) (7/9/14, 1 of 2)

Legend: Overdue (red triangle), My To-Do (yellow circle), Sent for Review (blue circle), Not Ready (grey circle), Completed (green checkmark).

- Activity Tracker:** A sidebar on the right showing a list of activities, including Manager Notes, Self-Appraisals, and Goals, with details such as "Thanks for cookies" and "Engagement survey".

Useful Links: UMSYS myPerformance Webpage, MU myPerformance Webpage.

### 3. Click on "View Self-Appraisal"

The screenshot shows the Halogen Software 'myPerformance' interface. The main navigation bar includes 'Home', 'My Performance', 'My Employees', 'Task Status', and 'Reports'. The current view is 'UMSYS Training Process' with a dropdown menu set to 'UMSYS Training Process'. A task timeline shows several steps: 'Employee writes self-appraisal' (4/26/14), 'Write appraisals for your employees' (5/3/14), 'Additional feedback' (5/3/14), 'Second level manager reviews appraisals' (5/10/14), 'Meet and discuss evaluation with the employee' (5/31/14), 'Employee final comment and sign-off' (6/7/14), and 'Sign-off appraisals for employee' (6/14/14). Below the timeline is a search bar and an 'Advanced Search' button.

The 'Appraisal Tasks' section displays a table with the following data:

First Name	Last Name	Write appraisals for your employees	Appraisal Status	Modified Date	General Timeline	Completed Date	Employee writes self-appraisal
Mark	halogenEmployee	Under Approval   <a href="#">View Appraisal</a>	<a href="#">View Status</a>	5/27/14	5/3/14	5/27/14	Mark halogenEmployee
Melissa	halogenEmployee	Under Approval   <a href="#">View Appraisal</a>	<a href="#">View Status</a>	4/29/14	5/3/14	4/29/14	<a href="#">View Self-Appraisal</a>

A legend at the bottom indicates task statuses: Overdue (red triangle), My To-Do (yellow circle), Their To-Do (orange circle), Sent for Review (blue circle), Not Ready (grey circle), and Completed (green checkmark).

The Windows taskbar at the bottom shows the time as 4:50 PM on 5/29/2014.