

# Creating a Performance Update

New Performance Update

Program (optional) ?

2021-2022 Performance Year

Employee \* ?

Christine Oaks

Step (optional)

Step 7 - Supervisor Evaluation

Type \* ?

Coaching & Feedback

Title \* ?

Feedback from coaching session

Comments \* ?

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Shared with Christine Oaks

Attachment

Attach document to Performance Update

Document name ?

Supervisor Pathways syllabus

Choose File

2021 Pathways Packet.pdf

Create

Cancel

**Program (optional):** If given a choice, be sure to choose the current Program year.

**Employee:** Select the name of the employee or your name if the update is for your supervisor.

**Step (optional):** You can select that this update pairs with. For example, Employee Input Documents are for Step 1 and Step 4.

**Type:** Select the type of update you're creating.

**Title and Comments:** Include a helpful title and any comments for this update.

**WARNING! Select to share:** To ensure transparency and consistency, it is important that supervisors **do not enter information as a Personal Update** when completing a performance review. Any questions about Performance Updates usage should be directed to your HR Liaison.

**Attachment:** Click to add attachments and input a document name.

**Document name:** Give your document a name to help you identify it easily.

**Choose file:** Select a file such as an Employee Input Document or certificate.

**Create:** Click to create the performance update. It will be available on your dashboard.

**Note:** Check to ensure your document successfully attached and **shared**. If not, click on the title and repeat the attachment process.

Feedback from coaching  
session

shared

2021-2022  
Performance Year

05/14/2021

Coaching &  
Feedback

you

Christine  
Oaks

Supervisor Pathways syllabus