JOSEPH ABRUZZO
CLERK OF THE CIRCUIT COURT & COMPTROLLER
PALM BEACH COUNTY

ePerformance
Employee User Guide

Introductory Performance Review

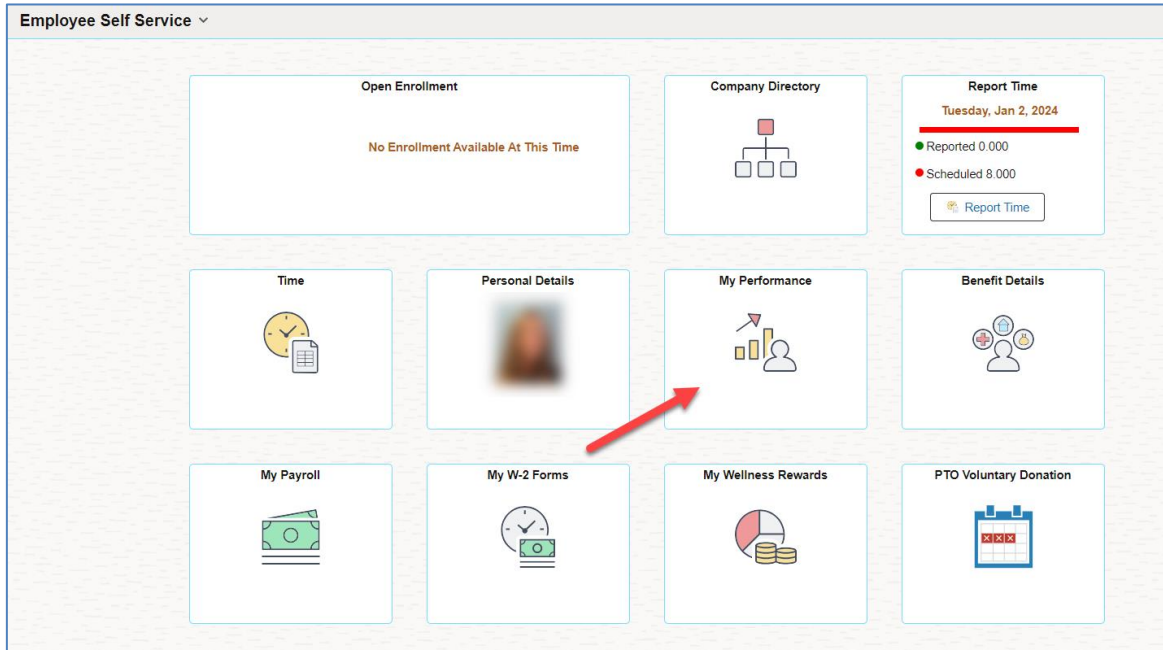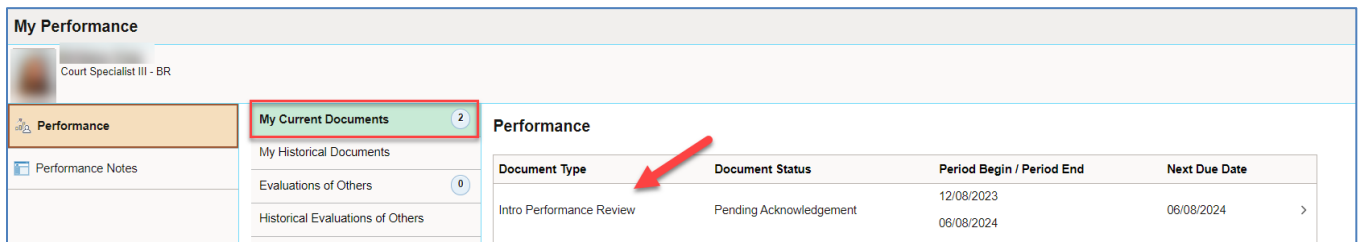# Table of Contents

Employee's Guide - Introductory Performance Review or Extension

1. Access Review or Extension

Login to PeopleSoft and go to the Employee Self Service menu. Click the **My Performance** tile.

Click on the Introductory Performance Review on the **My Current Documents** page.

Click on **Expand All** link to view the ratings for all Competencies. Scroll to the bottom to read the Employee Future Goals and the Manager Comments.

2. Enter Comments and Acknowledge Review or Extension

Scroll down to the Employee Comments section and type either "**I agree**" or "**I disagree.**" Enter any additional **comments**.

Click the **Save** button and then click the **Acknowledge** button.

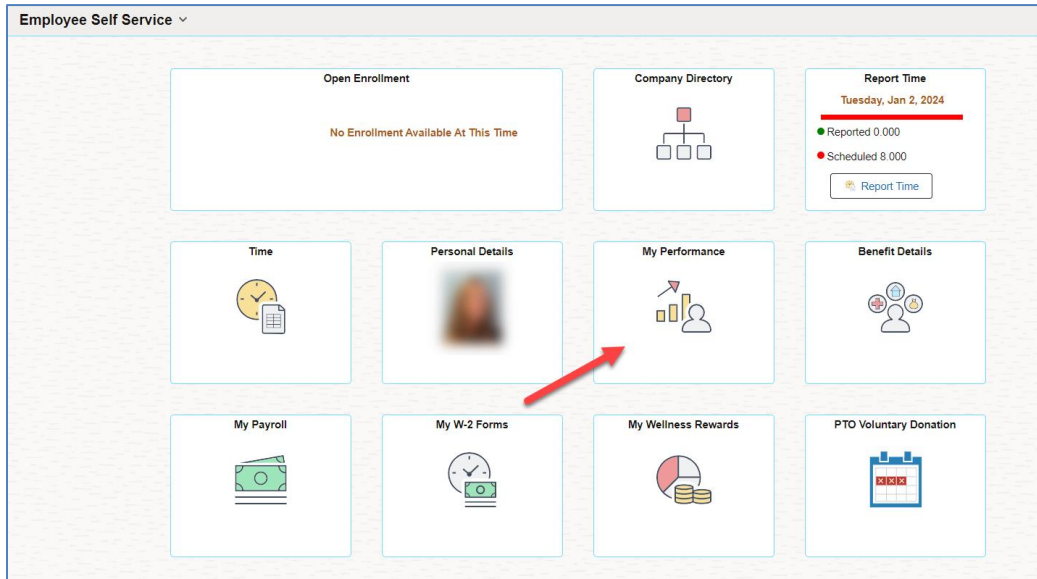A confirmation message will be displayed. Click the **Confirm** button.
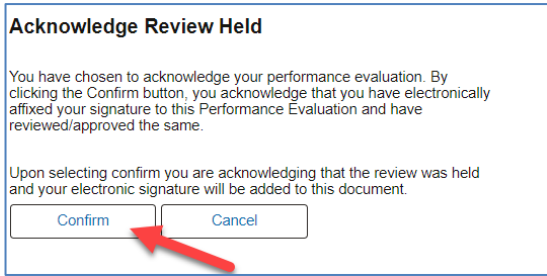
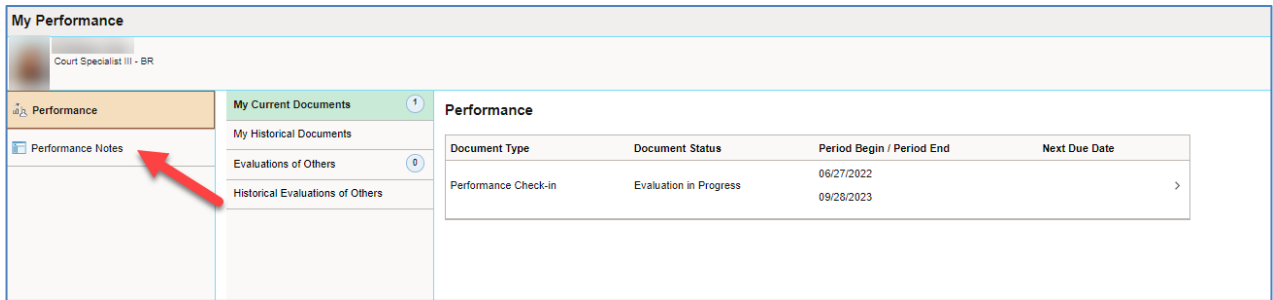A second confirmation message will be displayed.
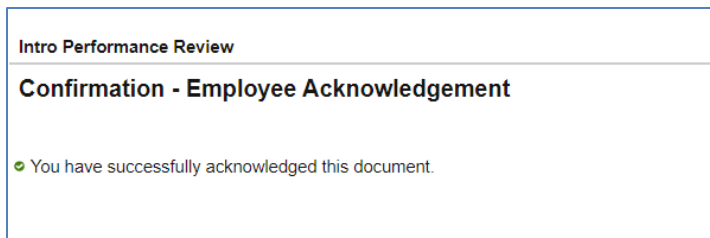
Performance Notes (Optional)

1. Enter Performance Note

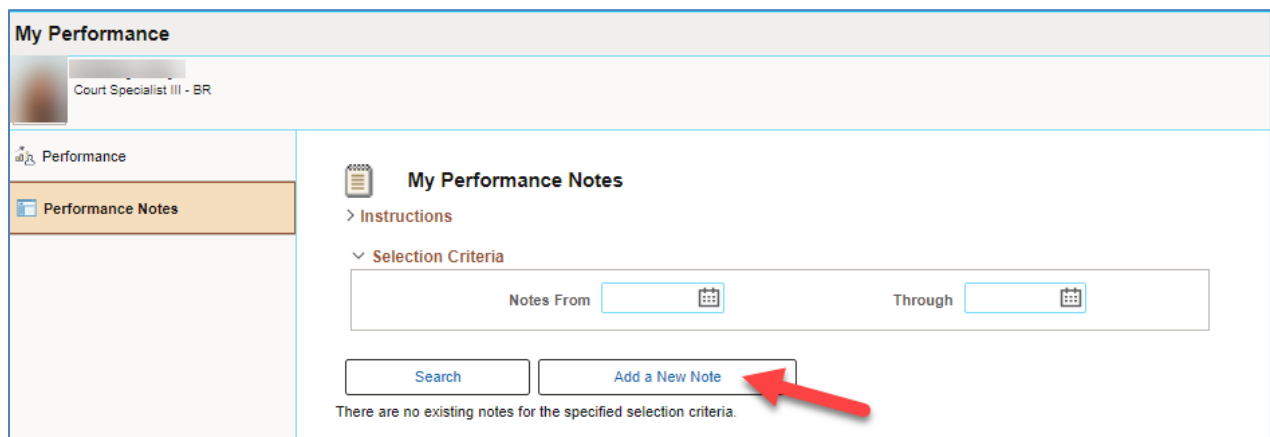Login to PeopleSoft and go to the Employee Self Service menu. Click the **My Performance** tile.

Click the **Performance Notes** section**.**

Click the **Add a New Note** button.

Enter the **Subject** of the performance document and place any additional comments in the **Note Text**. Click the **Save** button.

2. Search for Performance Note

Enter a date range in the **Notes From** and th**rough** fields. Click the **Search** button.

Check the **Select** box on the desired performance note.

3. Edit Performance Note

Click the **Subject** hyperlink to view the performance document.

Edit the information. Click the **Save** button.