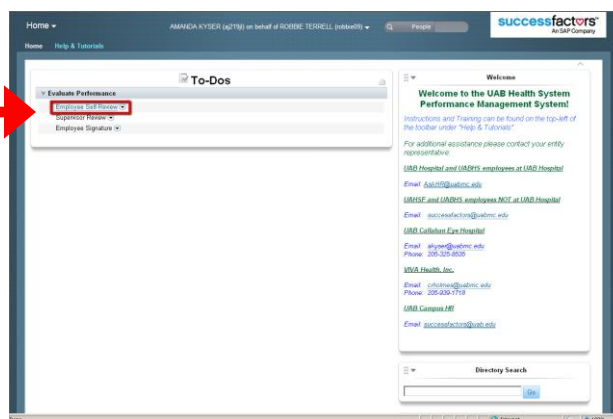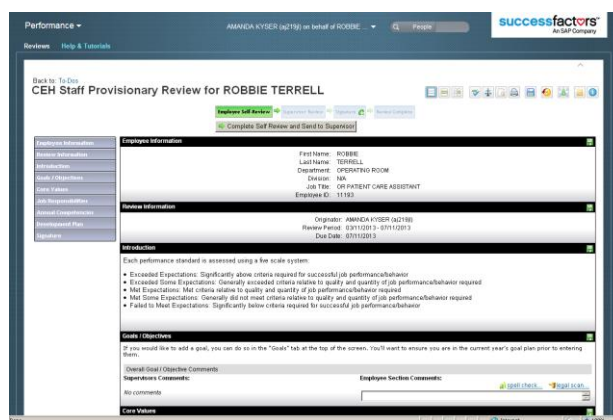# Completing a Self-Review:
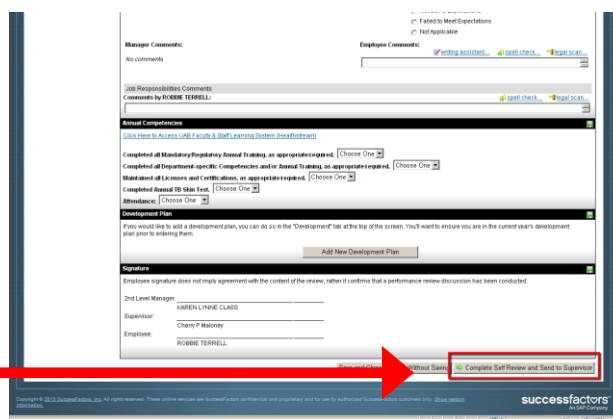
1. After logging in, you will automatically be directed to the Home page. Select "Employee Self-Review" to get started.	
2. You will be directed to the start of your self-review. Scroll down through the page selecting the responses most appropriate.	
3. Once you have reached the end of the page and are satisfied with your responses, select "Complete Self Review and Send to Supervisor." **Please note**: you have not yet completed the process for routing your review.	
4. You will be directed to this page. Select "Complete Self Review and Send to Supervisor." Once you have selected this, your review has been sent to your supervisor and can no longer be edited by you.	