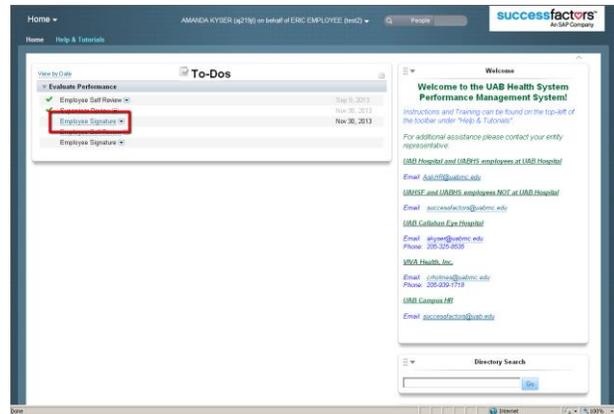
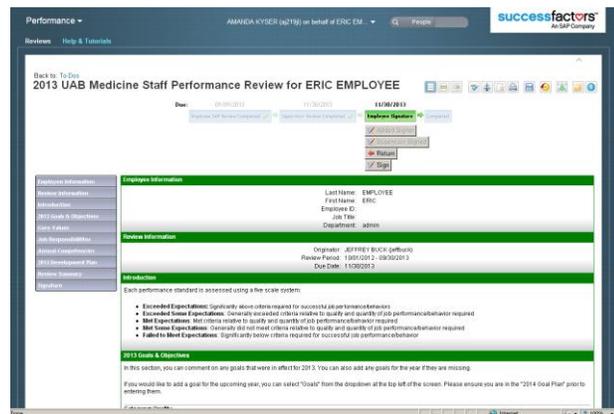


Signing Your Review:

1. From the home page select "Employee Signature."



2. You will be directed to the completed review form. As you scroll down through the page, you will note your responses as well as the responses of your supervisor.



3. Once you have reviewed the document and are prepared to finalize the review with your signature, select the button titled "Sign." This button can be found at the very top and very bottom of the page.



4. You will be directed to this page. Select "Sign." Once you have selected this, your review is finalized. It can later be found under Performance in the Completed folder.

