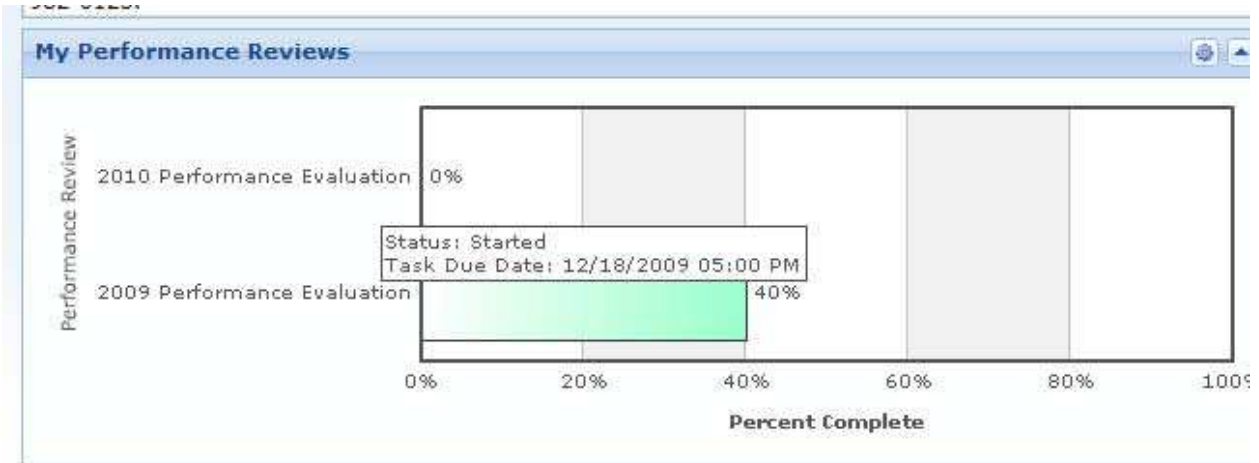


Employee Reviews form, while in Progress

1. To review your form, while in progress, you can simply click on the reportlet (graph) that shows your percent completion:




2. The reportlet will show which step has been completed, and which step the form is currently in:

Activity Name	Status	Due Date	Action
[2009] (Step 1) Please complete you	Complete	12/18/2009	- Select -
[2009] (Step 2) Please complete the	Complete	12/18/2009	- Select -
[2009] (Step 3) Please review the Ar	Not Started	12/18/2009	- Select -

3. Click on "View Form" to review your comments, rating, etc. Note: You will not be able to see any information entered by the supervisor or reviewer until the form is ready for your signature. When you view the form, you can print the form by selecting Print:

2009 Performance Evaluation - Windows Internet E
https://uvatrain.softscape.com/scripts/lightyearisapi.dll?pe

2009 Performance Evaluation [Employee: Da

Print 


2009 Performance Evaluation

Annual

Step 1

Employee Complete
a Self Evaluation

Overview

 The evaluation cycle for 2008-2009 is a five s
recommends that each employee complete a

To begin, select the "Performance Goals" tab.

***Note:** Lead@UVa automatically saves your

4. Select "Return" to return to the step reportlet.