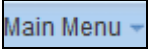
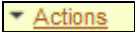
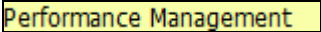
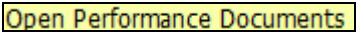
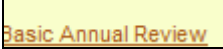


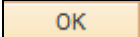
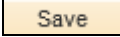
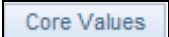

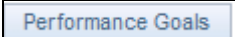
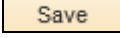
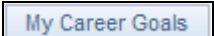

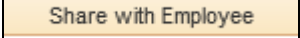







TM-02.1 CABQ - Adding Manager Comments

Step	Action
1.	Helpful Hints 1. Create your comments in a Word document then copy and paste into the comment box. This will help you complete the documents quickly and avoid work being lost by a system timeout. 2. Save while working on the document. Save after each tab where comments have been added.
2.	Click the Main Menu item to begin navigation. 
3.	Click the Manager Dashboard menu.
4.	Click the Actions link for the employee you want to view. 
5.	Click the Performance Management menu. 
6.	Click the Open Performance Documents menu. 
7.	Click the Basic Annual Review link to access the employee's performance document. 
8.	Click the Minimize Performance Process button. 
9.	Click the Expand All link.
10.	Click the TAB Format link.
11.	<i>The employee cannot see these comments until the manager shares the document with the employee.</i> <i>The employee will have a chance to add comments during each checkpoint. If comments are added the manager will be able to view them.</i>
12.	Add manager comments at the bottom of the City Goals tab. Helpful Hint This same comment box is used throughout the year. You may want to place a date or words (example: Checkpoint 1 or 05/10/17) in front of your comment to make it easy to identify.
13.	Click the Spell Check Manager button. 



Step	Action
14.	The system did not find any misspellings. Click the OK button to continue. 
15.	Remember to save after you complete each tab. Click the Save button. 
16.	Click the Core Values tab. 
17.	Add manager comments at the bottom of the Core City Values tab in the Core City Values Summary .
18.	Click the Save button. 
19.	Click the Performance Goals tab. 
20.	Add manager comments at the bottom of the Performance Goals tab in the Performance Goals Summary ,
21.	Click the Save button. 
22.	Click the My Career Goals tab. 
23.	Add manager comments at the bottom of the Career Goals tab in the Career Goals Summary .
24.	Click the Save button. 
25.	If you are finished adding your comments and are ready for the employee to view them - Click the Share with Employee button. 
26.	Click the Confirm button to confirm that you do want the employee to view the comments. Note: The employee can only view your comments not edit or delete your comments. 
27.	Click the Expand button. 
28.	To update the Performance Process "train stops" - Click the Reload button. 



Step	Action
29.	Click the Return to Performance Documents link. Return to Performance Documents
30.	Congratulations! You have successfully completed the Adding Manager Comments course, End of Procedure.