

# Inspira 9.2 e-Performance User Guide

This user guide provides step-by-step instructions for the e-Performance process in Inspira.

## GETTING STARTED

### LOGGING IN TO INSPIRA FOR THE FIRST TIME

- a. Please select Google Chrome or Mozilla Firefox as your web browser, as Internet Explorer 9 does not support this application.
- b. Go to <https://inspira.un.org>
- c. Enter your index number as your User ID
- d. In the password field, enter your year of birth followed by the first four letters of your last name in capital letters. For example, 1973GONZ.
- e. Click **Login**
- f. You will then be prompted to change your password.



The screenshot shows the login interface for the UN Inspira Human Resources Gateway. At the top left is the United Nations logo. To its right, the text reads "UN INSPIRA" in a large, bold, blue font, with "Human Resources Gateway" in a smaller font below it. The login form consists of two input fields: "User ID" and "Password". Above the "User ID" field is a link for "Forgot User ID" with a user icon. Above the "Password" field is a link for "Forgot Password" with a lock icon. Below the input fields is a prominent blue "Login" button. Underneath the button are two links: "Register now" and "Contact us". At the bottom of the page, there is a language selection option: "English | Français".

## PROCESS OVERVIEW

The performance management process consists of three main phases: creating a workplan, conducting a midpoint review, and completing the end-of-cycle evaluation. The nine steps in this process are outlined below.

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Acronym and Color Key: **SM** = Staff Member, **FRO** = First Reporting Officer, **SRO** = Second Reporting Officer

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### PHASE 1: WORKPLAN

1. Create Workplan (SM)

2. Approve Workplan (FRO)

### PHASE 2: MID-POINT REVIEW

3. Enter Mid-Point Comments(SM)

4. View SM Comments & Enter Comments (FRO)

5. Finalize Mid-Point Review (FRO)

### PHASE 3: END-OF-CYCLE EVALUATION

6. Self-Evaluation (SM)

7. Evaluation (FRO)

8. Approve Evaluation (SRO)

9. Acknowledge Evaluation (SM)

## Process Overview

## PHASE 1: WORKPLAN

### Step 1. Create Workplan (SM)

#### Create the Performance Document (SM)

- Navigate to **Main Menu >Self Service> Performance Management >My Performance Documents> Create Document**
- Click the **Cycle Start Year** and select the appropriate year
- Click the **Document Type** and select **Performance Document**
- Click [Select FRO](#)

**Create Performance Documents**

Please remember: staff members and supervisors must have ongoing dialogue throughout the performance cycle, as well as meetings at the work plan, mid-point review and end-of-cycle stages

**Document Creation Details** ?

Cycle Start Year: 2015

Period: 01/04/2015 - 31/03/2016

Document Type: Performance Document

Language: English

First Reporting Officer: [Select FRO](#)

[Create Documents](#)

- In the **Person Search** box, enter the FRO's name and click [Search](#)
- Select the FRO's name and click [OK](#)

**Person Search**

**Person Search**

**Instructions**

Last Name:

First Name:

[Search](#)

**Search Results**

Maria Eillen LOPEZ [i](#)

[OK](#)

- Click [Create Documents](#) on the **Create Performance Documents** page

## Approve the Workplan - FRO

## Adding the SRO and updating the actual period

- a. Click on the **'Change Actual Period/FRO/SRO'** link in the Steps and Tasks column

Performance Process

Performance Document

Return to Current Documents Save Notify FRO

Steps and Tasks

Jose VELIZ

Performance Document

01/04/2015 - 31/03/2016

Change Actual Period / FRO / SRO Overview

Workplan

Update

Start Midpoint Review

Finalize Midpoint Review

Additional Supervisor

Additional Supervisor Evaluation

SM Self Evaluation

FRO Evaluation

SRO Approval

SM Acknowledgement

Workplan - Update

Jose VELIZ

Job Title Functional titles are temporarily unavailable

Document ID 127547

Document Type Performance Document

Status In Progress

Performance Cycle 01/04/2015 - 31/03/2016

Actual Period 01/04/2015 - 31/03/2016

First Reporting Officer Stefano FATTORI

Second Reporting Officer Rebecca PAGE

1. Add the workplan (goals and/or responsibilities) that you plan to accomplish during the performance period.  
2. Once you have completed this step select the notify button to email your FRO.

Expand All Collapse All Expand Section

Section 1 - Goals

Section 2 - Core Values

Section 3 - Core Competencies

Section 4 - Managerial Competencies

Section 5 - Development Plan

Audit History

- b. Click the [Select/Update SRO](#) link to add or change the name of the second reporting officer, then search by entering his/her name in the **Person Search** box. Click ok.

Workplan - Update

Staff8 UNEP

Job Title Functional titles are temporarily unavailable

Document ID 145075

Document Type Performance Document

Status In Progress

Performance Cycle 01/04/2015 - 31/03/2016

Actual Period 01/04/2015 - 31/03/2016

First Reporting Officer Maria Eillen LOPEZ

Secondary Reporting Officer Not Selected

Change Actual Period Dates

Actual Period Begin Date 01/04/2015

Actual Period End Date 31/03/2016

Change First Reporting Officer

First Reporting officer Maria Eillen LOPEZ

Update FRO

Select/Update Second Reporting Officer

Second Reporting Officer

Select/Update SRO

Save

Person Search

Instructions

Last Name MANNATHAN

First Name JAYAKUMAR

Search

Search Results

Jayakumar MANNATHAN

OK

Return to Previous Page

- c. If the dates of your evaluation period differ from the performance cycle dates, update the **'Actual Period'** dates, then click on **'Save'**.

Performance Document

Workplan - Update

Staff8 UNEP

Job Title Functional titles are temporarily unavailable

Document ID 145075

Document Type Performance Document

Status In Progress

Performance Cycle 01/04/2015 - 31/03/2016

Actual Period 01/04/2015 - 31/03/2016

First Reporting Officer Maria Eillen LOPEZ

Secondary Reporting Officer Not Selected

Change Actual Period Dates

Actual Period Begin Date 01/04/2015

Actual Period End Date 31/03/2016

Change First Reporting Officer

First Reporting officer Maria Eillen LOPEZ

Update FRO

Select/Update Second Reporting Officer

Second Reporting Officer Jayakumar MANNATHAN

Select a different SRO

Save

**Approve the Workplan - FRO**

## Entering the Workplan

- a. In the **Steps and Tasks** column on the left hand side of the page, click **Update** under **Workplan**

Performance Process

Steps and Tasks

Jose VELIZ  
Performance Document  
01/04/2015 - 31/03/2016  
Change Actual Period / FRO / SRO Overview

Workplan

Update

Start Midpoint Review

Finalize Midpoint Review

Additional Supervisor

Additional Supervisor Evaluation

SM Self Evaluation

FRO Evaluation

SRO Approval

SM Acknowledgement

Performance Document

Workplan - Update

Jose VELIZ

Job Title Functional titles are temporarily unavailable

Document ID 127547

Document Type Performance Document

Status In Progress

Performance Cycle 01/04/2015 - 31/03/2016

Actual Period 01/04/2015 - 31/03/2016

First Reporting Officer Stefano FATTORI

Second Reporting Officer Rebecca PAGE

1. Add the workplan (goals and/or responsibilities) that you plan to accomplish during the performance period.  
2. Once you have completed this step select the notify button to email your FRO.

Expand All | Collapse All | Expand Section

Section 1 - Goals

Section 2 - Core Values

Section 3 - Core Competencies

Section 4 - Managerial Competencies

Section 5 - Development Plan

Audit History ?

- Expand **Section 1**, and then click on the  **Add Goals** link. Insert a goal description (title), related actions and success criteria then click the  button.

Performance Document

Add Goals

Insert a goal description (title), related actions and success criteria

Goal 1

Goal Description and Related Actions (1325 characters max.)

To resolve at least 75% of all assigned service requests within 5 business days or less.

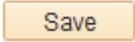
Success Criteria (1325 characters max.)

This goal will be measured through Customer Relationship Management tool used the Support Centre.

Add

Return to the Workplan

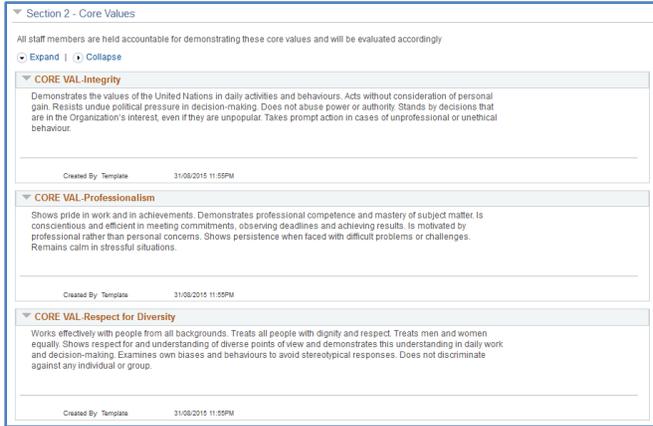
- b. To add additional goals repeat steps b. – d.

- c. When you are finished adding your goals, click  button.

## Approve the Workplan - FRO

## Review Core Values

- a. In **Section 2**, click  **Expand** to view all details and review the core values that apply to all staff



Section 2 - Core Values

All staff members are held accountable for demonstrating these core values and will be evaluated accordingly

[Expand](#) | [Collapse](#)

**CORE VAL-Integrity**  
Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behaviour.

Created By: Template 31/08/2015 11:55PM

**CORE VAL-Professionalism**  
Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges. Remains calm in stressful situations.

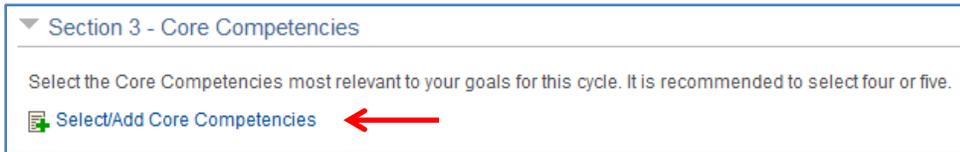
Created By: Template 31/08/2015 11:55PM

**CORE VAL-Respect for Diversity**  
Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.

Created By: Template 31/08/2015 11:55PM

## Add Core and Managerial Competencies

- a. In **Section 3**, click on  **Select/Add Core Competencies**



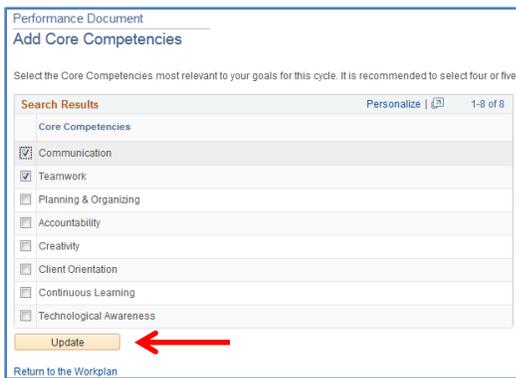
Section 3 - Core Competencies

Select the Core Competencies most relevant to your goals for this cycle. It is recommended to select four or five.

 **Select/Add Core Competencies** ←

- b. Select the core competencies most relevant for this performance cycle

- c. Click 



Performance Document

Add Core Competencies

Select the Core Competencies most relevant to your goals for this cycle. It is recommended to select four or five

Search Results Personalize | 1-3 of 8

Core Competencies

<input checked="" type="checkbox"/>	Communication
<input checked="" type="checkbox"/>	Teamwork
<input type="checkbox"/>	Planning & Organizing
<input type="checkbox"/>	Accountability
<input type="checkbox"/>	Creativity
<input type="checkbox"/>	Client Orientation
<input type="checkbox"/>	Continuous Learning
<input type="checkbox"/>	Technological Awareness

 ←

[Return to the Workplan](#)

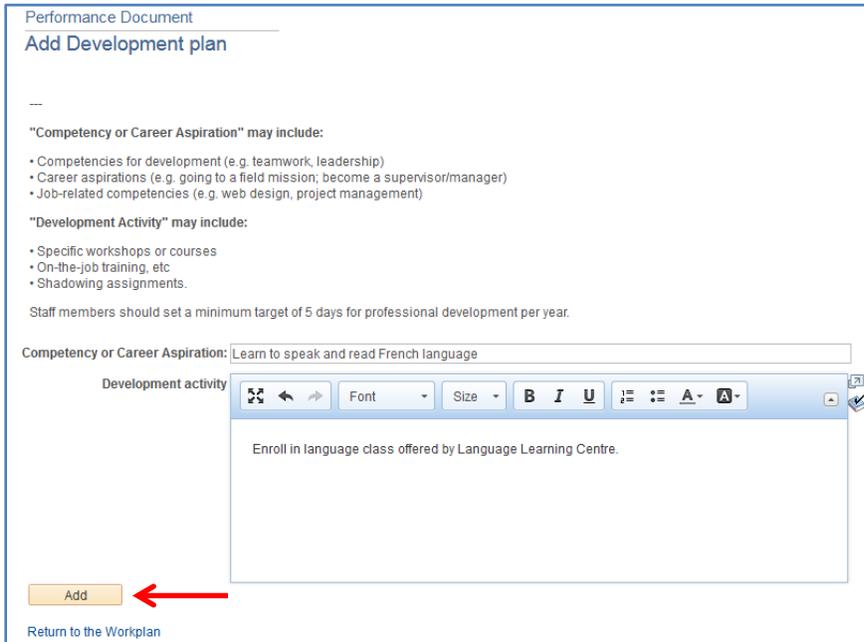
- d. In **Section 4**, click on  **Select/Add Managerial Competencies** . Select the managerial competencies

most relevant for this performance cycle and then click on the  **Update** button.

## Approve the Workplan - FRO

## Add Your Development Plan

- a. In **Section 5**, click on the  **Add Development plan** link.
- b. In the **Competency or Career Aspiration** box, enter your development objective. In the **Development Activity** box, enter the activity to support the objective.
- c. Click .
- d. To add additional development activities repeat steps a. - d.



Performance Document

Add Development plan

—

"Competency or Career Aspiration" may include:

- Competencies for development (e.g. teamwork, leadership)
- Career aspirations (e.g. going to a field mission; become a supervisor/manager)
- Job-related competencies (e.g. web design, project management)

"Development Activity" may include:

- Specific workshops or courses
- On-the-job training, etc
- Shadowing assignments.

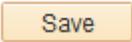
Staff members should set a minimum target of 5 days for professional development per year.

Competency or Career Aspiration:

Development activity 

[Return to the Workplan](#)

- e. When you have completed your work plan, click .
- f. Click  to inform your supervisor that it is ready for approval.

**Note:** This action will trigger an automatic email to the supervisor informing them that the workplan has been created and is pending their approval.

## Approve the Workplan - FRO

## PHASE 1: WORKPLAN

### Step 2. Approve Workplan (FRO)

Navigate to: **Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents**

- a. From the **Where I am FRO** tab, click [Performance Document](#) in the row that corresponds to the staff member and performance cycle you wish to review.

Where I am FRO		Where I am SRO								
Current Performance Documents										
Listed are the current performance documents for which you are the First Reporting Officer.										
Performance Documents							Find <input type="text"/>	First	1 of 1	Last
Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status				
Staff8 Unep	Maria Eillen Lopez	Jayakumar Mannathan	Performance Document	01/04/2015	31/03/2016	Workplan				

- b. In the **Steps and Tasks** column on the left hand side of the page, click [Review/Approve](#) under **Workplan**

Performance Process

**Steps and Tasks**

Staff8 UNEP  
Performance Document  
01/04/2015 - 31/03/2016  
[Change Actual Period /FRO / SRO](#)   [Overview](#)

Workplan

**Review/Approve**

- c. Click [Expand All](#) to view all details in the workplan
- d. Review Sections 1- 5 of the work-plan. When you are finished, click [Approve](#) then [Confirm](#). If changes are required, click on [Return to SM](#)

## Approve the Workplan - FRO

## PHASE 2: MID-POINT REVIEW

### 3. Enter Mid-Point Comments(SM)

- Click **Main Menu > Self Service > Performance Management > My Performance Documents > Current Documents**
- Click [Performance Document](#) in the row that corresponds to the performance dates you wish to review.

Current Performance Documents							
Performance Documents						Find   <input type="text"/>	First   1-10 of 10   Last
Staff8 Unep	Maria Eillen Lopez	Jayakumar Mannathan	Performance Document	01/04/2015	31/03/2016	Midpoint Review	

- Scroll down to **Section 6 – Mid-Point Comments** and enter your comments in the **Staff Member Comments’** box

Performance Process

Steps and Tasks

Jose VELIZ  
Performance Document  
01/04/2015 - 31/03/2016  
Change Actual Period / FRO / SRO Overview

- Workplan
- Start Midpoint Review
  - Update and Share
    - Review FRO Comments
- Finalize Midpoint Review
- Additional Supervisor
- Additional Supervisor Evaluation
- SM Self Evaluation
- FRO Evaluation
- SRO Approval
- SM Acknowledgement

Performance Document

Return to Current Documents Save Comments Submit Comments

Midpoint Review - Update and Share

- Update your Midpoint Review by entering any progress against your goals and/or responsibilities.
- Add any comments on how you are progressing against your Midpoint Review .
- Once you are done select Submit Comments

Expand All Collapse All Expand Section

- Section 1 - Goals
- Section 2 - Core Values
- Section 3 - Core Competencies
- Section 4 - Managerial Competencies
- Section 5 - Development Plan
- Section 6 - Mid-Point Comments

Mid-Point Comments Summary

FRO Comments

Staff Member Comments

When you are finished entering your comments, click on **Save Comments** .

- Click on **Submit Comments** to submit the comments to your FRO

## Midpoint Comments – Staff Member

## PHASE 2: MID-POINT REVIEW

### 4. View SM Comments & Enter Comments (FRO)

- Click **Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents**
- In the **Where I am FRO** tab, click [Performance Document](#) in the row that corresponds to the staff member and performance cycle you wish to review.

Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status
Staff8 Unep	Maria Eillen Lopez	Jayakumar Mannathan	<a href="#">Performance Document</a>	01/04/2015	31/03/2016	Midpoint Review

- Scroll down to **Section 6 – Mid-Point Comments** at the bottom of the page to review the staff member’s comments and enter your comments in the **FRO Comments box**.

Performance Process

Steps and Tasks

Jose VELIZ

Performance Document

01/04/2014 - 31/03/2015

Change Actual Period / FRO / SRO Overview

Workplan

Start Midpoint Review

Update and Share

Review with Staff Member

Finalize Midpoint Review

Additional Supervisor Evaluation

SM Self Evaluation

FRO Evaluation

SRO Approval

SM Acknowledgement

Performance Document

Return to Current Documents | Submit Comments

Midpoint Review - Update and Share

2. When ready select the Share with Staff member button save your changes and share the staff member your comments have been shared. This can be done before or after you meet with the staff member to discuss their progress.

3. Once you have submitted comments and had a conversation select the Save Midpoint Review button

Expand All | Collapse All | Expand Section

Section 1 - Goals

Section 2 - Core Values

Section 3 - Core Competencies

Section 4 - Managerial Competencies

Section 5 - Development Plan

Section 6 - Mid-Point Comments

Mid-Point Comments Summary

FRO Comments

The staff member has successfully accomplished.....|

Staff Member Comments

have successfully accomplished.....|

- When you are finished, click on **Submit Comments**

## Midpoint Review - FRO

## PHASE 2: MID-POINT REVIEW

### 5. Finalize Mid-Point Review (FRO)

- a. In the **Steps and Tasks** column on the left hand side of the page, click on the **'Review with Staff Member'** link, then click on the **Proceed to Finalize** button.

Performance Process

Steps and Tasks

Jose VELIZ  
Performance Document  
01/04/2074 - 31/03/2075  
Change Actual Period / FRO / SRO Overview

- Workplan
- Start Midpoint Review
  - Update and Share
  - Review with Staff Member**
- Finalize Midpoint Review
- Additional Supervisor Evaluation
- SM Self Evaluation
- FRO Evaluation
- SRO Approval
- SM Acknowledgement

Performance Document

Return to Current Documents Edit Comments Proceed to Finalize

Midpoint Review - Review with Staff Member

First Reporting Officer Jose VELIZ Second Reporting Officer Not Selected

Once you have reviewed your comments with the staff member select the Save Midpoint Review.

Expand All Collapse All Expand Section

- Section 1 - Goals
- Section 2 - Core Values
- Section 3 - Core Competencies
- Section 4 - Managerial Competencies
- Section 5 - Development Plan
- Section 6 - Mid-Point Comments

Mid-Point Comments Summary

FRO Comments  
The staff member has successfully accomplished.....

Staff Member Comments  
I have successfully accomplished.....

- b. Click on the **'Update and Complete'** link, then click on the **Finalize Midpoint Review** button.

Performance Process

Steps and Tasks

Jose VELIZ  
Performance Document  
01/04/2074 - 31/03/2075  
Change Actual Period / FRO / SRO Overview

- Workplan
- Start Midpoint Review
- Finalize Midpoint Review
  - Update and Complete**
- Additional Supervisor Evaluation
- SM Self Evaluation
- FRO Evaluation
- SRO Approval
- SM Acknowledgement

Performance Document

Return to Current Documents Edit Comments Finalize Midpoint Review

Finalize Midpoint Review - Update and Complete

Jose VELIZ

Job Title Functional titles are temporarily unavailable  
Document Type Performance Document  
Performance Cycle 01/04/2074 - 31/03/2075  
First Reporting Officer Jose VELIZ

Document ID 162771  
Status In Progress  
Actual Period 01/04/2074 - 31/03/2075  
Second Reporting Officer Not Selected

Once you have reviewed your comments with the staff member select the Save Midpoint Review.

Expand All Collapse All Expand Section

- Section 1 - Goals
- Section 2 - Core Values
- Section 3 - Core Competencies
- Section 4 - Managerial Competencies
- Section 5 - Development Plan
- Section 6 - Mid-Point Comments

- c. The midpoint review has now been finalized.

## Midpoint Review - FRO

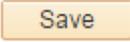
## Phase 3. END-OF-CYCLE EVALUATION

### Step 6. Self-Evaluation (SM)

Navigate to: Main **Menu** > **Self Service** > **Performance Management** > **My Performance Documents** > **Current Documents**

- a. Click [Performance Document](#) in the row that corresponds to the performance dates you wish to review.

Current Performance Documents							
Performance Documents						Find   <input type="text"/>	First   1-10 of 10   Last
Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status	
Staff8 Unep	Maria Eillen Lopez	Jayakumar Mannathan	Performance Document	01/04/2015	31/03/2016	SM Self & FRO Evaluation	

- b. Click on 'Expand All' to view all sections of the workplan.
- c. Enter your comments in sections 1-7 when applicable.
- d. When you are finished, click on  and then .

Performance Process Steps and Tasks

- Workplan
- Start Midpoint Review
- Finalize Midpoint Review
- Additional Supervisor
- Additional Supervisor Evaluation
- SM Self Evaluation
  - Update and Complete
- FRO Evaluation
- SRO Approval
- SM Acknowledgement

Performance Document

Self-Evaluation - Update and Complete

Jose VELIZ

Job Title: Functional titles are temporarily unavailable | Document ID: 161730

Document Type: Performance Document | Status: Evaluation in Progress

Performance Cycle: 01/04/2083 - 31/03/2084 | Actual Period: 01/04/2083 - 31/03/2084

First Reporting Officer: Jose VELIZ | Second Reporting Officer: Not Selected

This self-evaluation section is used to  
a) review goals, competencies and mid-point comments; and  
b) to enter overall end of cycle comments.

Expand All | Collapse All | Expand Section

- Section 1 - Goals
- Section 2 - Core Values
- Section 3 - Core Competencies
- Section 4 - Managerial Competencies
- Section 5 - Development Plan
- Section 6 - Mid-Point Comments
- Section 7 - End-of-Cycle Comments

## Self-Evaluation – S/M

## PHASE 3: END-OF-CYCLE EVALUATION

### Step 7. Evaluation (FRO)

- Navigate to: **Main Menu > Self Service > Performance Management > My Performance Documents > Current Documents**
- Click [Performance Document](#) in the row that corresponds to the cycle you wish to review.

Current Performance Documents							
Performance Documents						Find   <input type="text"/>	First   1-10 of 10   Last
Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status	
Staff8 Unep	Maria Eillen Lopez	Jayakumar Mannathan	Performance Document	01/04/2015	31/03/2016	SM Self & FRO Evaluation	

- Click on the **'Learning Completed'** link in the left hand column and indicate (yes or no) whether the staff member completed his/her 5 days of learning.

Learning Completed Check

Learning is defined in ST/SGB/2009/9

**Learning Check**

5 days of Learning completed during Period?  Yes  No

- Click on 'Expand All' to view all sections of the workplan
- Enter your ratings and comments in **Sections 1-7** (where applicable)
- When you are finished, click  and then  for approval.

Performance Process << Performance Document Return to Current Documents Save Submit to SRO

Steps and Tasks

- Jose VELIZ
- Performance Document 01/04/2083 - 31/03/2084 Overview
- Change Actual Period / FRO / SRO
- Workplan
- Start Midpoint Review
- Finalize Midpoint Review
- Additional Supervisor Evaluation
- SM Self Evaluation
- FRO Evaluation
  - Learning Completed
  - Update and Submit
- SRO Approval
- SM Acknowledgement

FRO Evaluation - Update and Share

Jose VELIZ

Job Title: Functional titles are temporarily unavailable Document ID: 161730

Document Type: Performance Document Status: Evaluation in Progress

Performance Cycle: 01/04/2083 - 31/03/2084 Actual Period: 01/04/2083 - 31/03/2084

First Reporting Officer: Jose VELIZ Second Reporting Officer: Not Selected

Enter comments for each individual Sections.

Expand All | Collapse All | Expand Section

- Section 1 - Goals
- Section 2 - Core Values
- Section 3 - Core Competencies
- Section 4 - Managerial Competencies
- Section 5 - Development Plan
- Section 6 - Mid-Point Comments
- Section 7 - End-of-Cycle Comments

## End of Cycle Evaluation – FRO

## PHASE 3: END-OF-CYCLE EVALUATION

### 8. Approve Evaluation (SRO)

- Navigate to > **Manager Self Service** > **Performance Management** > **Performance Documents** > **Current Documents**
- In the **Where I am SRO** tab, click [Performance Document](#) in the row that corresponds to the staff member and performance cycle you wish to review.

Where I am FRO		Where I am SRO							
Listed below are the current performance documents for which you are the Second Reporting Officer.									
Performance Documents						Find   <input type="text"/>	First	1-4 of 4	Last
Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status			
Staff8 Unep	Maria Eillen Lopez	Jayakumar Mannathan	Performance Document	01/04/2015	31/03/2016	SRO Approval			

- Click on **Expand All** to view the ratings and comments of the FRO in sections 1-7
- Input your comments in Section 8 at the bottom of the page
- When you are finished, click **Approve** then **Confirm**

Performance Process << Performance Document >> Return to Current Documents **Approve** | Return to FRO

Steps and Tasks Jose VELIZ Performance Document 01/04/2014 - 31/03/2015 Change Actual Period / FRO / SRO Overview

- Workplan
- Start Midpoint Review
- Finalize Midpoint Review
- Additional Supervisor Evaluation
- SM Self Evaluation
- FRO Evaluation
- SRO Approval**
  - Approve/Return to FRO** View
- SM Acknowledgement

**SRO Evaluation - Update**

Jose VELIZ

Job Title: Functional titles are temporarily unavailable | Document ID: 162771  
 Document Type: Performance Document | Status: Not Started  
 Performance Cycle: 01/04/2014 - 31/03/2015 | Actual Period: 01/04/2014 - 31/03/2015  
 First Reporting Officer: Jose VELIZ | Second Reporting Officer: Jose VELIZ

Expand All | Collapse All | Expand Section

Section 1 - Goals  
 Section 2 - Core Values  
 Section 3 - Core Competencies  
 Section 4 - Managerial Competencies  
 Section 5 - Development Plan  
 Section 6 - Mid-Point Comments  
 Section 7 - End-of-Cycle Comments  
 Section 8 - SRO Comments

**SRO Comments Summary**

Comments

I concur with the FRO's evaluation. The staff member has been an asset.....

**Note:** If you want the FRO to make changes to the end-of-cycle evaluation, click **Return to FRO** before approving it.

## Approve Evaluation – SRO

## PHASE 3: END-OF-CYCLE EVALUATION

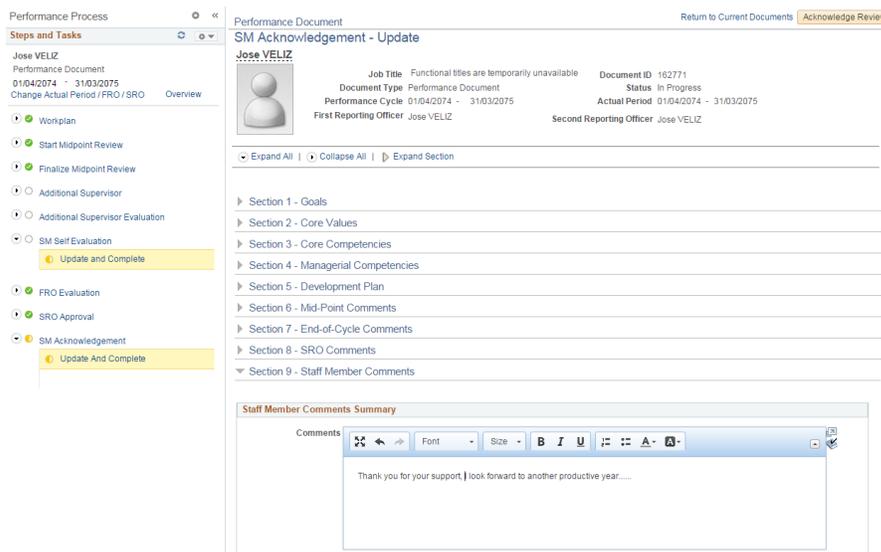
### Step 9. Acknowledge Evaluation (SM)

- Click **Main Menu > Self Service > Performance Management > My Performance Documents > Current Documents**
- Click [Performance Document](#) in the row that corresponds to the performance dates you wish to review.

Current Performance Documents

Performance Documents						Find   <input type="text"/>	First	1-10 of 10	Last
Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status			
Staff8 Unep	Maria Eillen Lopez	Jayakumar Mannathan	Performance Document	01/04/2015	31/03/2016	SM acknowledgement			

- Review the FRO's evaluation and SRO's comments, then enter any additional overall comments you may have in Section 9 at the bottom of the page
- When you are finished, click  then  to acknowledge the evaluation.



Performance Process

Steps and Tasks

- Jose VELIZ
- Performance Document
- 01/04/2014 - 31/03/2015
- Change Actual Period / FRO / SRO
- Overview
- Workplan
- Start Midpoint Review
- Finalize Midpoint Review
- Additional Supervisor
- Additional Supervisor Evaluation
- SM Self Evaluation
  - Update and Complete
- FRO Evaluation
- SRO Approval
- SM Acknowledgement
  - Update And Complete

Performance Document

Return to Current Documents Acknowledge Review

SM Acknowledgement - Update

Jose VELIZ

Job Title: Functional titles are temporarily unavailable Document ID: 162771

Document Type: Performance Document Status: In Progress

Performance Cycle: 01/04/2014 - 31/03/2015 Actual Period: 01/04/2014 - 31/03/2015

First Reporting Officer: Jose VELIZ Second Reporting Officer: Jose VELIZ

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- Section 1 - Goals
- Section 2 - Core Values
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- Section 5 - Development Plan
- Section 6 - Mid-Point Comments
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- Section 8 - SRO Comments
- Section 9 - Staff Member Comments

Staff Member Comments Summary

Comments

Thank you for your support, I look forward to another productive year....

**Note:** The  **Print** option will be available in the **SM Acknowledgement** page as soon as the performance document is marked as completed. Please **remember** to disable your browser's pop-up blocker.

## Acknowledge Evaluation – SRO