**Employee Acknowledge Performance Goals and Ratings**

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| **Step** | **Action** |
| 1 | Sign into the system.  (Copy and Paste this URL into an Internet Explorer browser)  <http://sapprdep.dot.state.co.us:50000/irj/portal/sfprofile> |
| 2 | Click on the work item (blue link) in the **Due Now** section of the *Performance* home page. |
| 3 | Select your **name** to continue to the PMP ratings for the quarter. |
| 4 | Use the vertical scroll on the right side of the screen to move to the first action item. |
| 5 | **Goal**: Click on the area on the right of the screen by the word goal. |
| 6 | Goal: Click Other Rating to display your goal rating and the supervisor’s comments. |
| 7 | **Goal:** Click on the **Comment Box** to the left of your rating to comment on your goal rating and completion. |
| 8 | **Goal:** Complete this process for each additional goal. |
| 9 | **Competencies**: Scroll down to the first competency. |
| 10 | **Competencies**: Click on the area on the right of the screen to display the competency rating and supervisor’s comment. |
| 11 | **Competencies**: Click on the **Comment Box** to the left of your rating to comment on your competency rating and completion. |
| 12 | **Competencies**: Repeat this process for each rated competency.   * Accountability/Credibility * Communication/Interpersonal Skills * Customer Service * Job Performance * Safety * Work leading/Supervision |
| 13 | Use the vertical scroll bar to move through the form to the very bottom to find the **Complete Comments**. |
| 14 | Click **Complete Comments** . |
|  | Enter comments you want to be sent to the supervisor in the **Complete Comments & Acknowledgements** field. |
| 15 | Click **Complete Comments** . |
| 16 | To logout, click the drop-down button C:\Users\wyattb\AppData\Roaming\RWD\uPerform\version 4.30\documents\3D696DC3_9764\images\o0000076.png  next to your user ID and then select the logout from the drop-down field. |