**Employee Signs and Approves PMP Ratings**

|  |  |
| --- | --- |
| **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 *Final Rating* sections of the screen. |
| 5 | Scroll down to the **Final Rating** section to review your final score and comment for the performance year. |
| 6 | Scroll down to the **Signatures** section to review the comment made by the Reviewer and your Supervisor.  |
| 7 | Click on the **Your Name Comment** field and enter your comments on the rating for the Performance Plan year. |
| 8 | Click **Complete Review** . |
| 9 | Enter comments you want to be sent to the supervisor in the Complete Comments field.  |
| 10 | Click **Complete Review** . |
| 11 | 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.  |