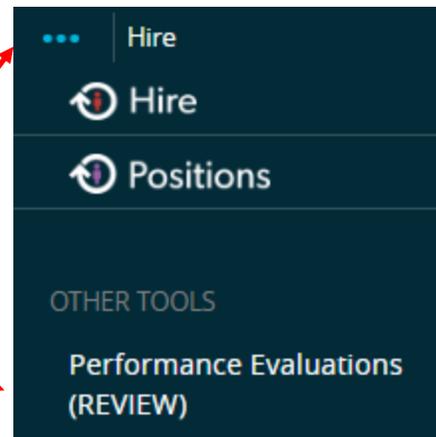


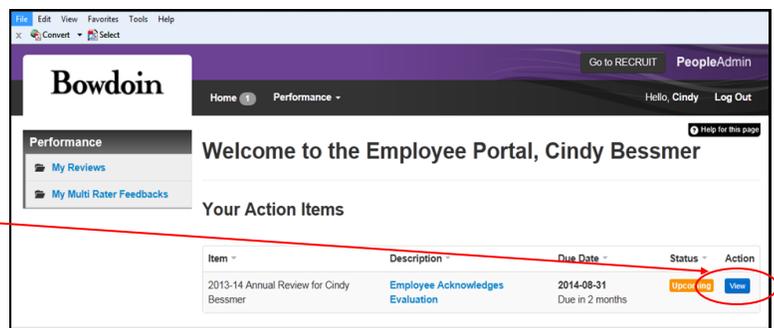
Performance

How do I acknowledge my evaluation?

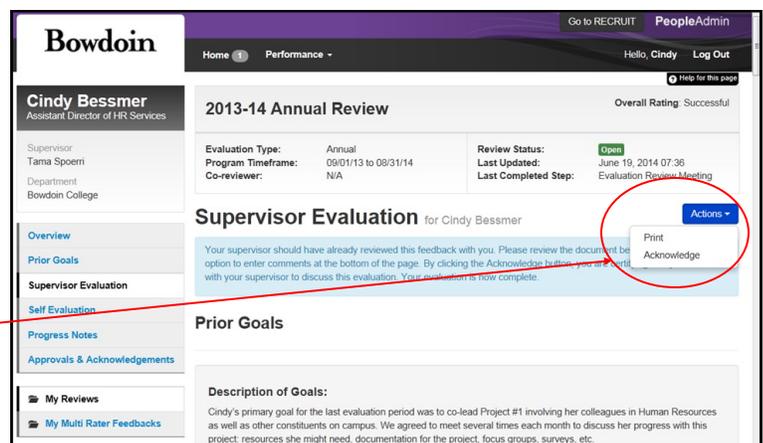
- When your review has been completed and your supervisor has discussed it with you, you will receive an email indicating you should log into Review to acknowledge that you have met. Log in using your Bowdoin email username and password. You also can navigate to the log in by clicking on **Review/Recruit** on the HR home page.
- You will land on the Recruit homepage. Click on the blue dots in the upper left hand corner, then click on **PERFORMANCE EVALUATIONS (Review)**, and this will bring you to the Employee Portal.



- The Employee Portal will show your Action items. In this example, there is only a single action item displayed: Employee Acknowledges Evaluation. Click on View.



- To acknowledge that you and your supervisor discussed your review together, click on the Supervisor Evaluation. You may comment on the final evaluation using the Comments box at the end of the supervisor's comments. Or, if you do not want to comment, click on the blue Action button. You may print out a copy of your evaluation and/or acknowledge the review. Click on Acknowledge.



- You will be able to see that you have acknowledged your evaluation. If you added any comments, they also will be included on the Approvals and Acknowledgement screen. In this example, no comments were entered by the employee. Your supervisor and your supervisor's supervisor will be able to see your comments.
- You will be able to look back at all of your completed evaluations by navigating to the Employee Portal / review and clicking on My Reviews.
- Log out of Review (upper right of the screen) when you are finished.

