

How To Acknowledge Your CPC Appraisal.

STEP 1

Appraisal Email is Received

You will receive an email notifying you that an appraisal has been submitted on you and needs your attention.

From: noreply-cloudnotification@infor.com <noreply-cloudnotification@infor.com>

Sent:

To:

Subject: [EXT] A New Appraisal is Waiting for You in Employee Space

Your year-end appraisal has been submitted by your supervisor. Employees and supervisors are required to complete a year-end appraisal each year in accordance with the Continuous Performance Communication (CPC) employee evaluation system.

Please take a moment to log into [Employee Space](#) to review the appraisal and provide comments if needed. Once you have reviewed the appraisal, please click Acknowledge. Your acknowledgement will finalize the appraisal process. For assistance in how to acknowledge your appraisal, [please click here](#).

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STEP 2

Go to Employee Space

STEP 3

Click My Reviews

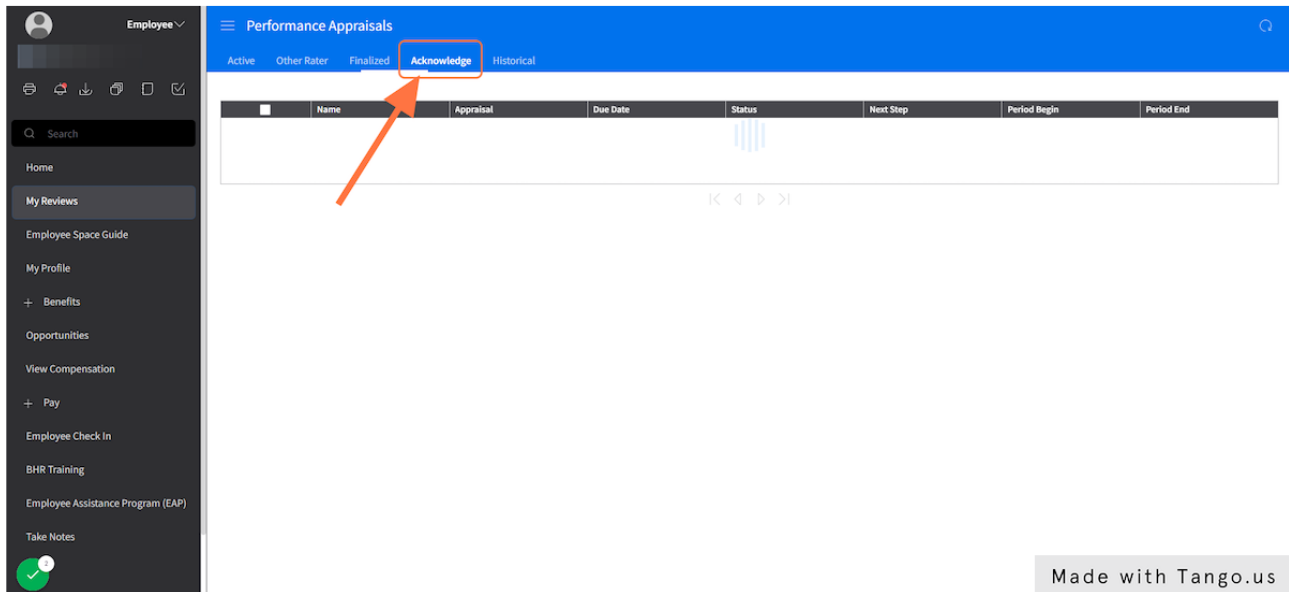
The screenshot shows the Employee Space web application. The left sidebar has a search bar and a navigation menu with 'My Reviews' highlighted. The main content area features a table of 'Recent Job Postings' with the following data:

Post Date	Job Id	Title	Location	Agency	Closing Date
10/19/2022	20637	Senior Secretary	Pieme, SD	Revenue	11/2/2022
10/19/2022	20650	Program Assistant I	Pieme, SD	Public Safety	11/2/2022
10/19/2022	20668	Equipment Technician	Sioux Falls, SD	Transportation	11/2/2022
10/19/2022	20675	Senior Secretary	Pieme, SD	Public Safety	11/2/2022
10/19/2022	20676	Corrections Specialist	Pieme, SD	Corrections	10/27/2022
10/20/2022	20648	Chief Court Services Officer - Department	Pieme, SD	Unified Judicial System	10/31/2022
10/20/2022	20653	Social Services Aide	Waterforn, SD	Social Services	11/3/2022
10/20/2022	20655	Employment Specialist	Rapid City, SD	Labor & Regulation	11/3/2022
10/20/2022	20666	Economic Assistance Regional Manager	Rapid City, SD	Social Services	10/27/2022
10/20/2022	20669	Secretary	Huron, SD	Social Services	11/3/2022
10/20/2022	20673	Senior Wildlife Biologist	Statewide, SD	Game Fish & Parks	11/10/2022
10/20/2022	20674	Agriculture Program Specialist	Pieme, SD	Agriculture & Natural Resources	11/3/2022
10/20/2022	20677	Economic Assistance Benefits Specialist	Rapid City, SD	Social Services	10/27/2022
10/20/2022	20679	Accounting Assistant	Pieme, SD	Transportation	10/30/2022
10/20/2022	20680	Environmental Scientist I	Pieme, SD	Agriculture & Natural Resources	11/10/2022
10/20/2022	20684	Economic Assistance Benefits Specialist	Sturgis, SD	Social Services	11/3/2022
10/20/2022	20688	Court Services Secretary (2 positions ava	Pieme, SD	Unified Judicial System	
10/20/2022	20692	Engineer I (Foundation Engineer)	Pieme, SD	Transportation	

The right sidebar contains sections for 'Edit Profile', 'Paychecks', 'My Goals', and 'Take Notes'. A 'Made with Tango.us' watermark is visible in the bottom right corner of the screenshot.

STEP 4

Click the Acknowledge Tab



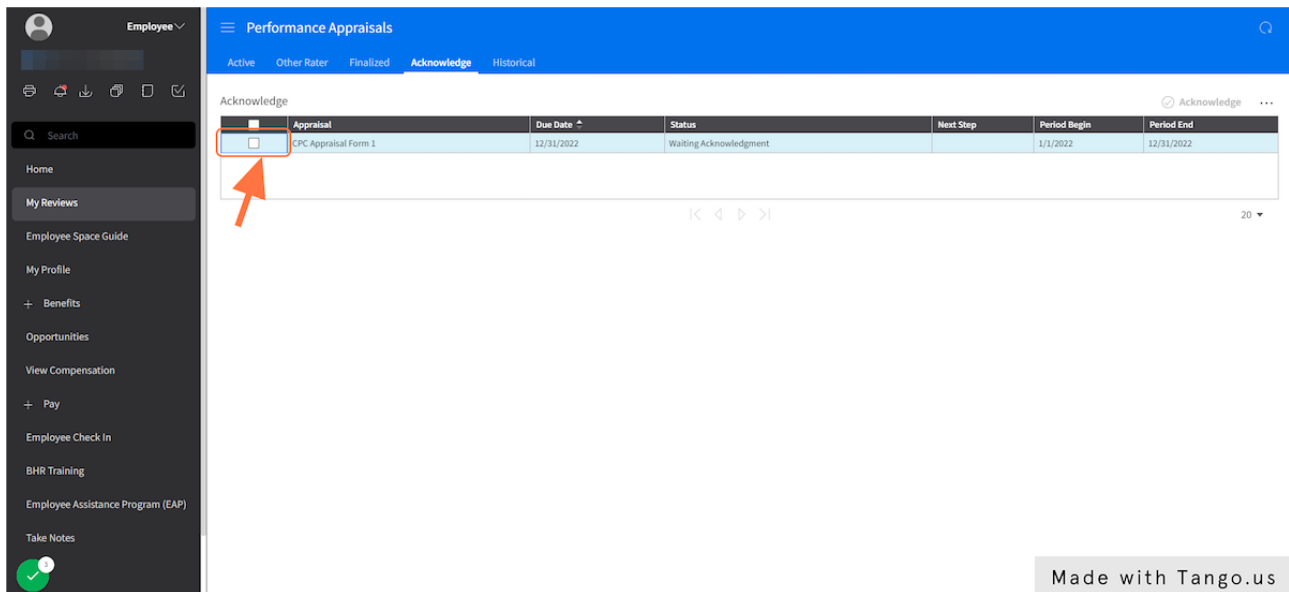
The screenshot shows the 'Performance Appraisals' interface. The 'Acknowledge' tab is highlighted with a red box and an orange arrow. The table below is empty.

Name	Appraisal	Due Date	Status	Next Step	Period Begin	Period End
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STEP 5

Click the Appraisal



The screenshot shows the 'Performance Appraisals' interface with the 'Acknowledge' tab selected. A table with one row is visible. An orange arrow points to the first row.

Appraisal	Due Date	Status	Next Step	Period Begin	Period End
CPC Appraisal Form 1	12/31/2022	Waiting Acknowledgment		1/1/2022	12/31/2022

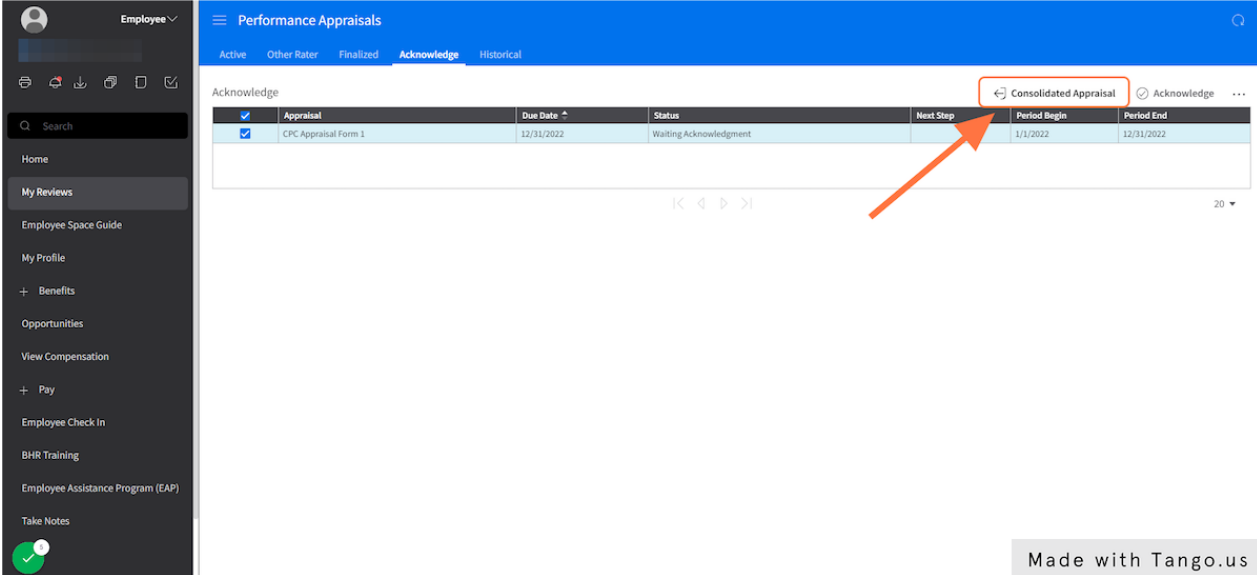
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STEP 6

Click Consolidated Appraisal

Review your appraisal by clicking on consolidated appraisal.

If you have concerns over your appraisal, please speak to your manager regarding those concerns.



The screenshot shows the 'Performance Appraisals' interface with the 'Acknowledge' tab selected. A table lists appraisal entries. The first entry is 'CPC Appraisal Form 1' with a due date of 12/31/2022 and a status of 'Waiting Acknowledgment'. In the top right corner of the table, there are two buttons: 'Consolidated Appraisal' and 'Acknowledge'. An orange arrow points to the 'Consolidated Appraisal' button.

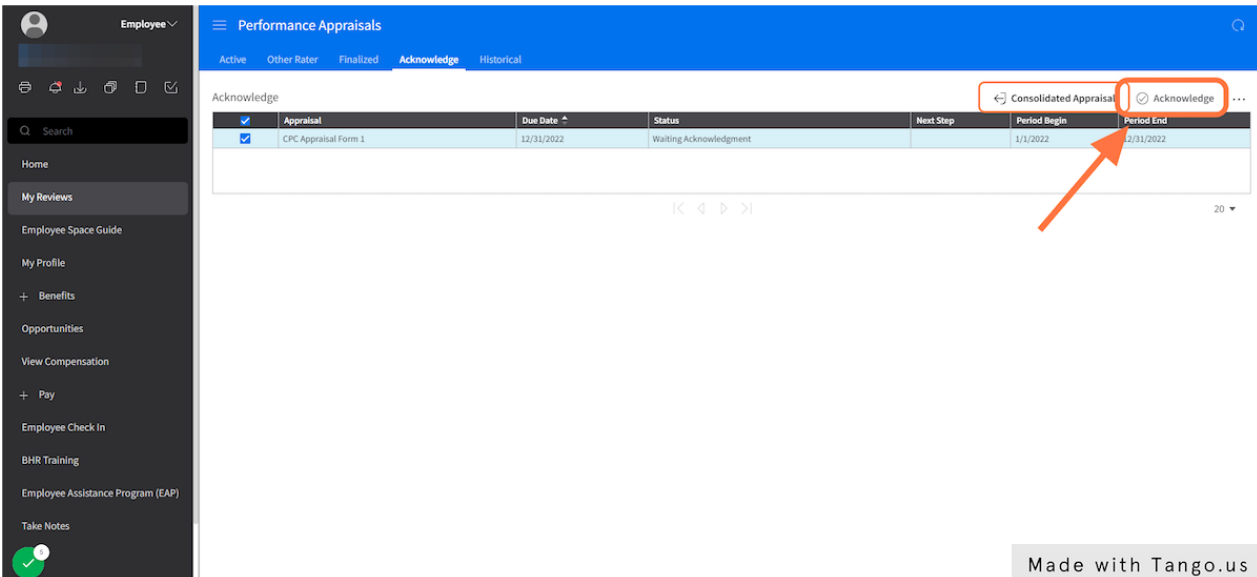
Appraisal	Due Date	Status	Next Step	Period Begin	Period End
<input checked="" type="checkbox"/> CPC Appraisal Form 1	12/31/2022	Waiting Acknowledgment		1/1/2022	12/31/2022

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STEP 7

Click Acknowledge

Acknowledge the appraisal.



The screenshot shows the same 'Performance Appraisals' interface as in Step 6. In this step, an orange arrow points to the 'Acknowledge' button in the top right corner of the table.

Appraisal	Due Date	Status	Next Step	Period Begin	Period End
<input checked="" type="checkbox"/> CPC Appraisal Form 1	12/31/2022	Waiting Acknowledgment		1/1/2022	12/31/2022

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STEP 8

Type any comments you may have.

The screenshot shows the 'Performance Appraisals' interface with the 'Acknowledge' tab selected. A modal dialog titled 'Enter Acknowledgment Comments' is open. The dialog contains the following text: 'To complete the acknowledgement process enter acknowledgement comments and click OK.' Below this is a text area with a rich text editor toolbar (Normal Text, Bold, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, HTA) and the word 'test' entered. At the bottom of the dialog are 'Cancel' and 'Submit' buttons. A red box highlights the text area. The background shows a table with columns: Appraisal, Due Date, Status, Next Step, Period Begin, and Period End. A table row is visible with 'CPC Appraisal Form 1', '12/31/2022', 'Waiting Acknowledgment', 'Waiting Acknowledgment', '1/1/2022', and '12/31/2022'. A 'Made with Tango.us' watermark is in the bottom right corner.

STEP 9

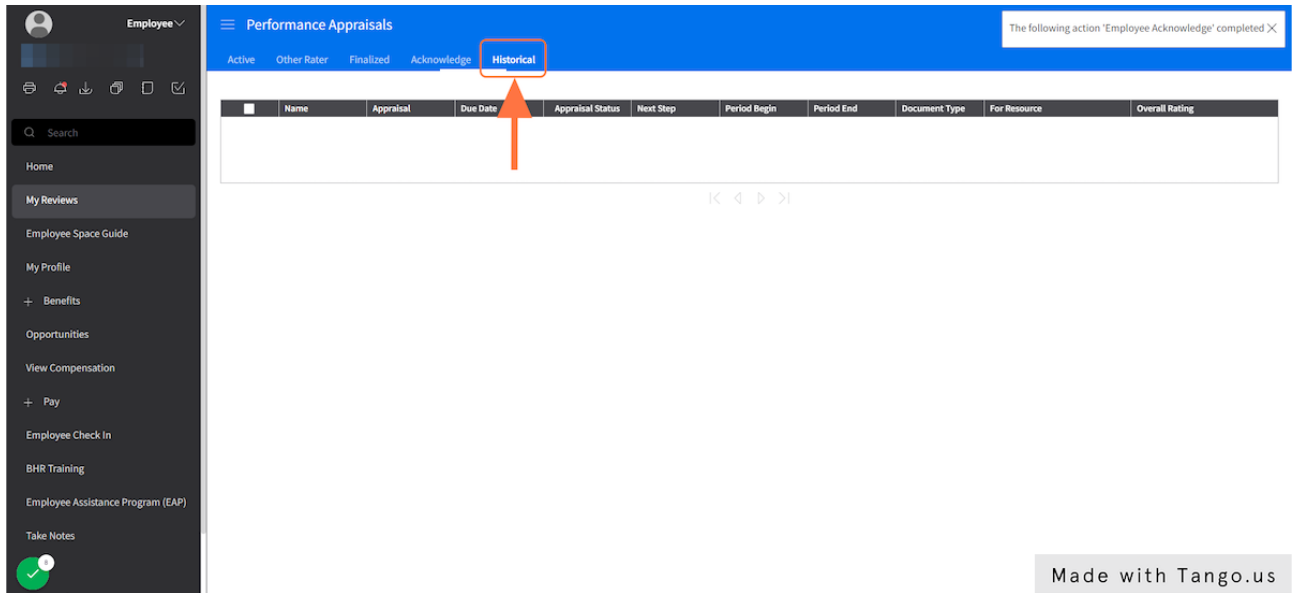
Click Submit

This screenshot is identical to the previous one, showing the 'Enter Acknowledgment Comments' dialog box. In this step, a red box highlights the 'Submit' button at the bottom right of the dialog, indicating the next action to be taken. The 'test' comment is still present in the text area. The background interface and watermark remain the same.

STEP 10

Click the Historical Tab

Here is where you will find your finished appraisal.



The screenshot displays the 'Performance Appraisals' interface. On the left is a dark sidebar with navigation options: Home, My Reviews, Employee Space Guide, My Profile, Benefits, Opportunities, View Compensation, Pay, Employee Check In, BHR Training, Employee Assistance Program (EAP), and Take Notes. The main content area has a blue header with the title 'Performance Appraisals' and a notification: 'The following action 'Employee Acknowledge' completed X'. Below the header are tabs for 'Active', 'Other Rater', 'Finalized', 'Acknowledge', and 'Historical'. The 'Historical' tab is highlighted with a red box and an orange arrow. Below the tabs is a table with the following columns: Name, Appraisal, Due Date, Appraisal Status, Next Step, Period Begin, Period End, Document Type, For Resource, and Overall Rating. The table is currently empty. At the bottom right of the interface, there is a watermark that reads 'Made with Tango.us'.

STEP 11

Congratulations! Your appraisal process is complete.