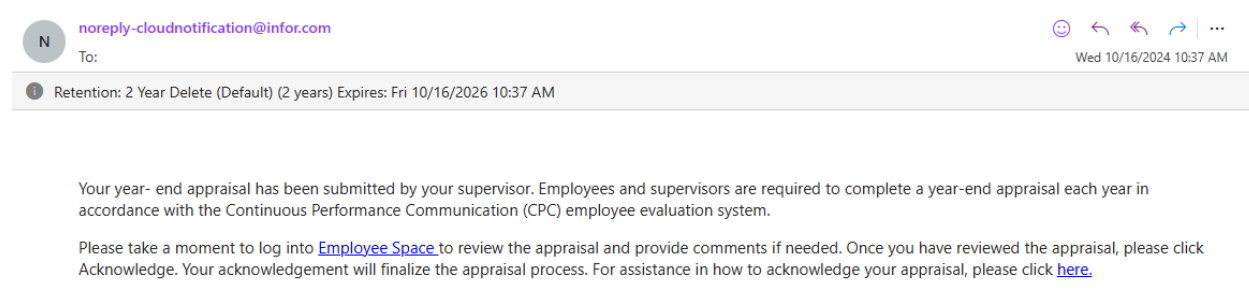


How to Acknowledge Your CPC Appraisal

STEP 1: Appraisal Email is Received

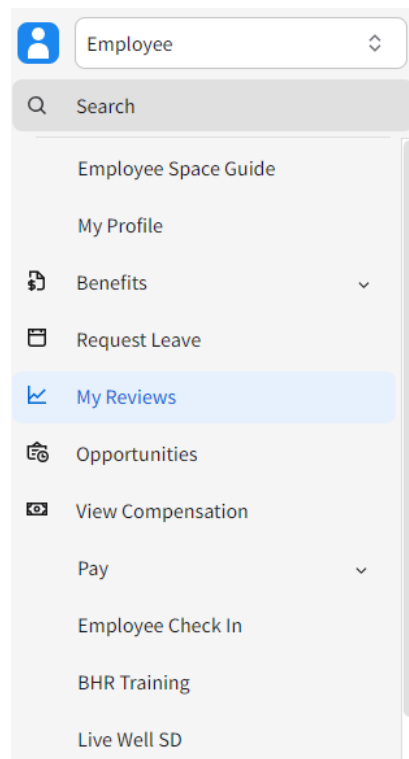
You will receive an email notifying you that an appraisal has been submitted to you and needs your attention.



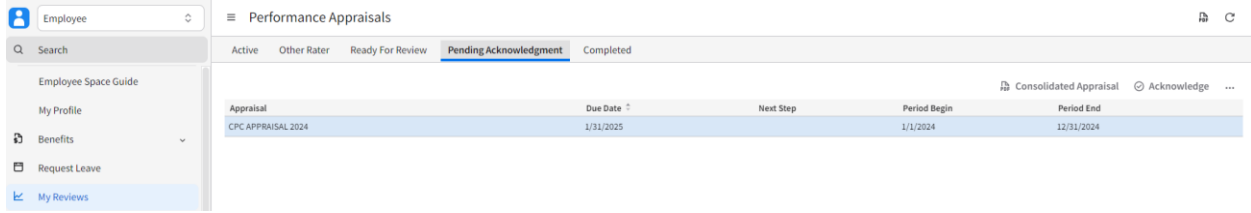
STEP 2: Go to [Employee Space](#)

Once logged in, ensure you are in the Employee role.

STEP 3: Select My Reviews

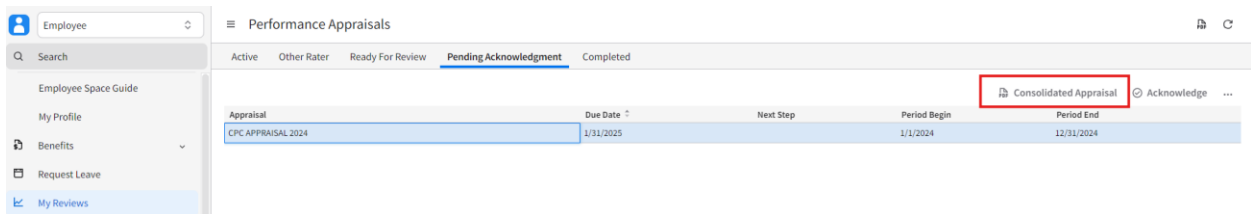


STEP 4: Click the Pending Acknowledgment tab.



STEP 5: Open Your Appraisal

Click on the appraisal and then click the Consolidated Appraisal button to open your appraisal.



STEP 6: Review Your Appraisal

Your employee appraisal information will be displayed in a new window.

1. Review the information.
2. See your manager with any concerns or questions about the appraisal content.

CPC APPRAISAL 2024 for

Performance Review Period: January 1, 2024 - December 31, 2024

CPC Rating Section

1: Job Knowledge & Work Results: Please rate overall performance for the calendar year in terms of job knowledge and work results.

For example, you may consider these factors:

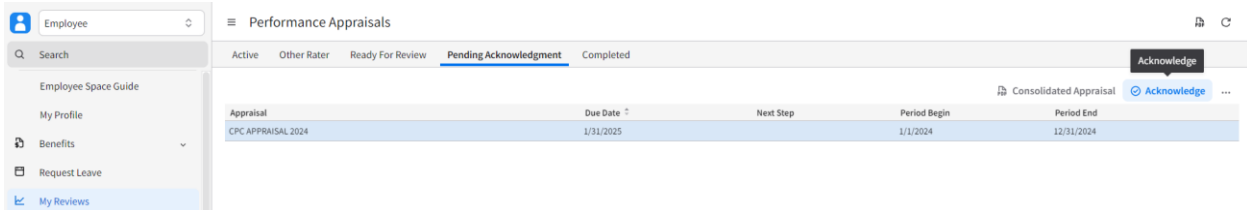
- 1) Work Quantity: Did the employee complete the expected amount of work?
- 2) Thoroughness: Were all aspects of work done thoroughly as expected?
- 3) Compliance: Was work done correctly and in compliance with instruction, policy, procedure, etc.?
- 4) Accuracy: Was work done accurately?
- 5) Timeliness: Was work done on time?
- 6) Job Knowledge: Does the employee have the knowledge and skills needed to do the work?

Manager: Exceeded Expectations

**Manager
Comments:**

STEP 7: Acknowledge Your Appraisal

After reviewing it, return to the Employee Space tab and acknowledge the appraisal by clicking on the Acknowledge button.



STEP 8: Enter Acknowledge Comments

1. Enter acknowledgment comments
2. Confirm you have met with your manager
3. Click submit.

Enter Acknowledgment Comments

To complete the acknowledgement process enter acknowledgement comments and click OK.

Please make a selection:

I Have Met With My Manager And I Acknowledge This Review

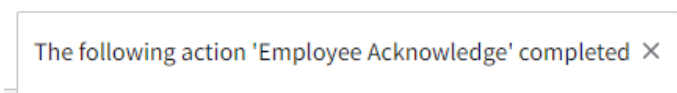
I Have Not Met With My Manager But I Acknowledge This Review

Acknowledgment Comments:

Normal text | **B** | *I* | U | ~~S~~ | A | ≡ ≡ ≡ | 66 | ≡ ≡ | 🔗 | 🖼️ | ⬡ | HTML

Cancel
Submit

FINISH



After clicking Submit, you will see confirmation of completion in the top right corner.