

Performance Partnering



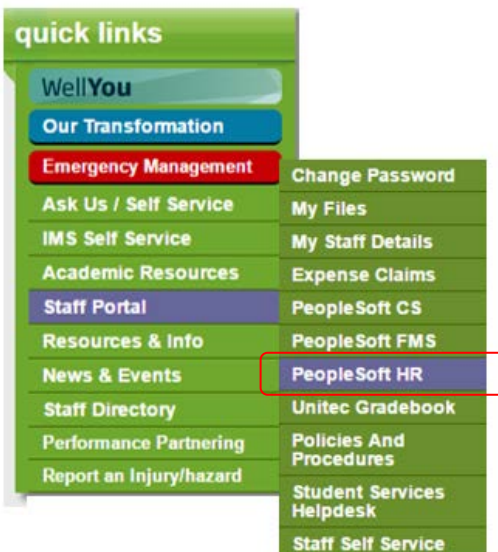
MANAGERS: Instructions for viewing your team members' Review Forms

As a manager, you are able to view and access all Review Forms submitted by your direct reports through PeopleSoft.

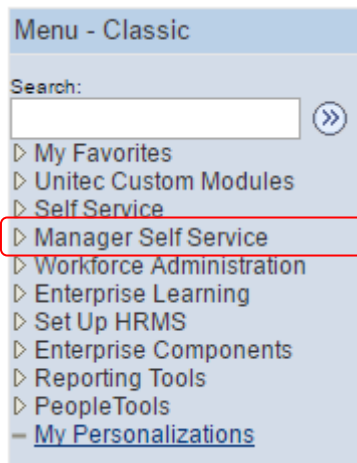
Accessing confirmed Review Forms

1. Log into PeopleSoft HR on the Nest using the **quick links** menu:

[The Nest > Quick Links> Staff Portal > PeopleSoft HR](#)



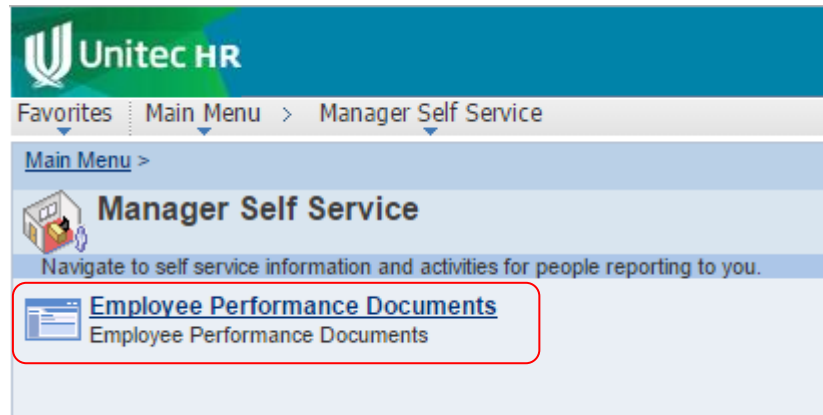
2. Select 'Manager Self Service'



Performance Partnering



3. Select 'Employee Performance Documents'



4. You will see a list of all your direct reports who have uploaded their Review Forms. Choose 'View Attachment' to view each individual's ADEP Plan.

Manager

Jacky McManus

Personalize Find View All First 1-5 of 5 Last							
	Empl ID	Empl Record	Name	Attached File	Long Description	DateTimeStamp	View Attachment
1	1439272	0	Team Member 1	1439272_l.pdf	2017 Review	15/08/17 2:38:04.092000PM	View Attachment
2	1470331	0	Team Member 2	1470331.pdf	2017 Review	15/08/17 2:48:06.648000PM	View Attachment
3	1471109	0	Team Member 3	1471109.pdf	2017 Review	15/08/17 2:48:11.457000PM	View Attachment
4	1477762	0	Team Member 4	1477762.pdf	2017 Review	15/08/17 2:52:27.657000PM	View Attachment
5	1490066	1	Team Member 5	1490066_1_.pdf	2017 Review	15/08/17 3:06:05.905000PM	View Attachment

If you have any questions about this process please contact your Human Resources Business Partner.