

Employee Instruction Manual

How to access the Performance Management System

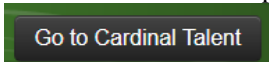
Employees, Supervisors and Reviewing Officers will work on and view the Performance requirements and evaluation through the Cardinal Talent Employee Portal.

To enter the Employee Portal click on the Cardinal Talent Employee Portal link on the far right.

Note: For those employees with multiple users, make sure the user type is changed to “employee” to complete your self-evaluation.

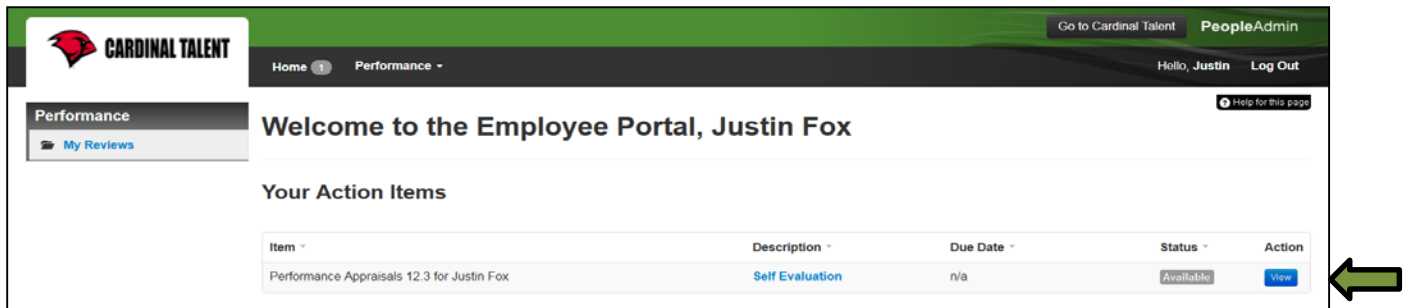



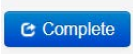
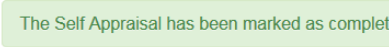
The Cardinal Talent Employee Portal is set to a green background. You can exit the Employee Portal by clicking on



Employee completes self-evaluation

- In the Home page the employee will see all actions that require his/her attention.



- To open the Self-evaluation click  on the far right.
- In the Self-Evaluation you will be able to complete the following actions:
 - View your job description and add any comments on your performance as it relates to your Job Duties.
 - Opportunity to comment on your goals/activities from last year.
 - Summarize tasks and responsibilities you performed this past year, as well as, any goals you would like to establish for next year.
- Click  when sections are done.
- A green bar should appear at the top of the page as confirmation. 
- The system will automatically send the self-appraisal form to your Supervisor for review.

Employee Acknowledges Evaluation

- Once the Supervisor and Reviewing Officer finalizes the Performance Evaluation form the employee and direct supervisor will need to schedule the Evaluation Review Meeting.
- After review meeting the employee will have an opportunity to comment on his/her evaluation and Acknowledge that he/she received the evaluation.

The screenshot shows the 'Employee Portal' interface. At the top, there is a green header with the 'CARDINAL TALENT' logo on the left and 'Go to Cardinal Talent' and 'PeopleAdmin' on the right. Below the header is a dark navigation bar with 'Home' and 'Performance' menus. The main content area has a 'Performance' sidebar with 'My Reviews' and a 'Welcome to the Employee Portal, [redacted]' message. The 'Your Action Items' section contains a table with the following data:

Item	Description	Due Date	Status	Action
2015 Review: Staff 12.1 for [redacted]	Acknowledge Evaluation and Concludes Process	n/a	Available	View

Employee Acknowledges the Goals/Activities for Next year

- Supervisor will create Goals/Activities for the upcoming year.
- Employee will need to acknowledge the goals/activities for the year.

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Item	Description	Due Date	Status	Action
Performance Appraisals 12.3 for [redacted]	Employee Acknowledges Plan	n/a	Available	View