1. You will notice that after you have completed your form (by signing and then sending it forward), it no longer shows up on your dashboard. To review a completed form, first you must add it to your dashboard. Select “Customize” tab to review your past reviews:

![Dashboard with completed form]

2. The window will show you which reports are currently on your dashboard and you can add more by selecting “New”:

![Dashboard with customization options]
3. Select “My Past Reviews from the drop down title list:

![Image of Customize Home Dashboard]

4. To determine where the report is placed you will choose a “column”. From the dropdown “1” will put the report on the left side of the screen and “2” will put the report on the right side of the screen:

![Image of Edit Reportlet]

5. The final piece that needs to be determined is the “visibility”. From the dropdown list select “expanded” or “collapsed”. If you choose “expanded” the report will appear in full each time you access your dashboard. If you choose “collapsed” you will have to select the report to show the results.

![Image of Edit Reportlet]

6. Once you have made of the selections you will need to “save” on the Edit Reportlet screen as well as the Customizing the Home Dashboard screen
7. Once you have the report on your dashboard you can select the Review Name in blue and it will launch a new window in which your evaluation is visible.

8. You may print this review by selecting “Print”.

Overview
The evaluation cycle for 2008-2009 is a five step process. To begin, select the “Performance Goals” tab.
9. If you are a Manager, and you wish to review a completed evaluation for direct reports follow the steps outlined above except select the report titled “Team Past Reviews”:

<table>
<thead>
<tr>
<th>Direct Report</th>
<th>Review Name</th>
<th>Status</th>
<th>Task Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nosimo Andesha</td>
<td>2009 Performance 1</td>
<td>Complete</td>
<td>12/18/2009 05:00 PM</td>
</tr>
<tr>
<td>Deborah Deane</td>
<td>2009 Performance 1</td>
<td>Complete</td>
<td>12/18/2009 05:00 PM</td>
</tr>
<tr>
<td>Chris Jones</td>
<td>2009 Performance 1</td>
<td>Complete</td>
<td>12/18/2009 05:00 PM</td>
</tr>
<tr>
<td>John Jones</td>
<td>2009 Performance 1</td>
<td>Complete</td>
<td>12/18/2009 05:00 PM</td>
</tr>
</tbody>
</table>