Entering Employee's Performance Appraisal Rating

|	
1.	Click the **Administer Workforce** link. ⊕ Administer Workforce
2.	Click the **Manage Performance (USF)** link. ⊕ Manage Performance (USF)
3.	Click the **Use** link. ⊕ Use
4.	Click the **Employee Appraisal** link. Employee Appraisal
5.	Click in the field in which you want to search.
6.	Enter the desired information into the **Last Name** field. Enter a valid value, e.g. "**Winter**".
7.	Click the **Search** button. Search
8.	Select the desired entry.
9.	Click the **Choose a date** button. [31]
10.	Click on the effective date of the appraisal in the **Effective Date** field. 15
11.	In the **From/To** Date fields, enter the period of time for which the employee is being appraised. Click in the **From Date** field.
12.	Enter the desired information into the **From Date** field. Enter a valid value, e.g. "**12/01/2002**".
13.	Press **[Tab]**.
14.	Enter the desired information into the **To Date** field. Enter a valid value, e.g. "**12/01/2003**".
15.	Press **[Tab]**.
16.	If known, enter the date of the next review in the **Next Review Date** field. Enter the desired information into the **Next Review Date** field. Enter a valid value, e.g. "**12/15/2004**".
17.	Press **[Tab]**.
18.	Enter the desired information into the **Rating Scale** field. Enter a valid value, e.g. "**A**".
19.	Press **[Tab]**.
20.	Enter the desired information into the **Review Rating** field. Enter a valid value, e.g. "**3**".

21.	Click the **Save** button. 🖫 Save
22.	The employee's performance appraisal ratings are entered. **End of Procedure.**