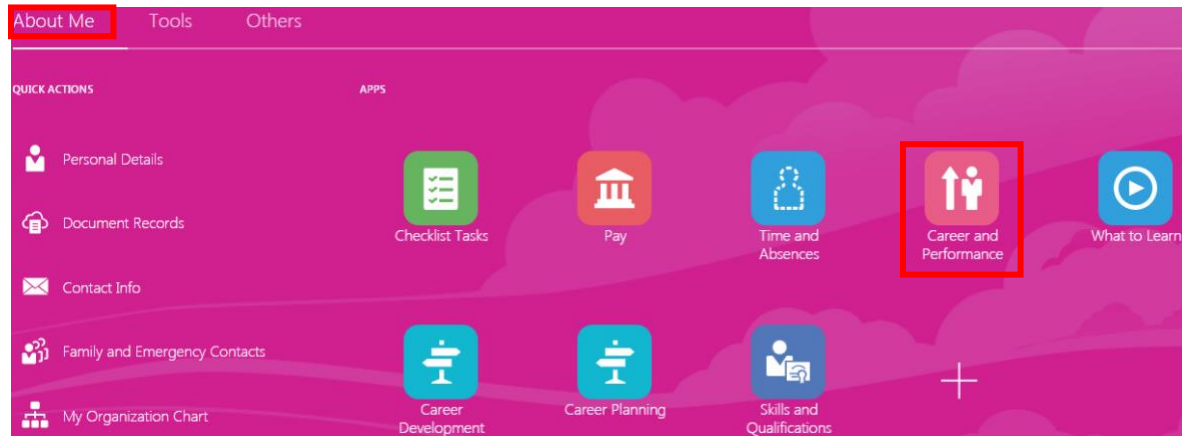
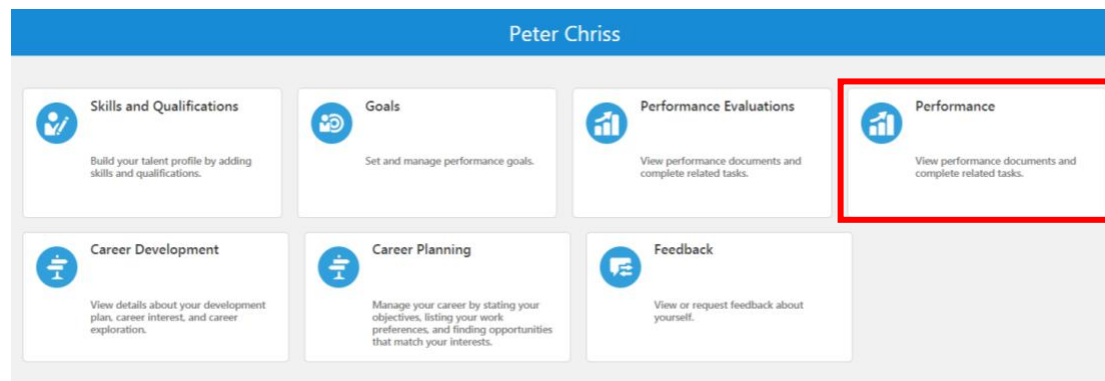


## Complete Self Evaluation

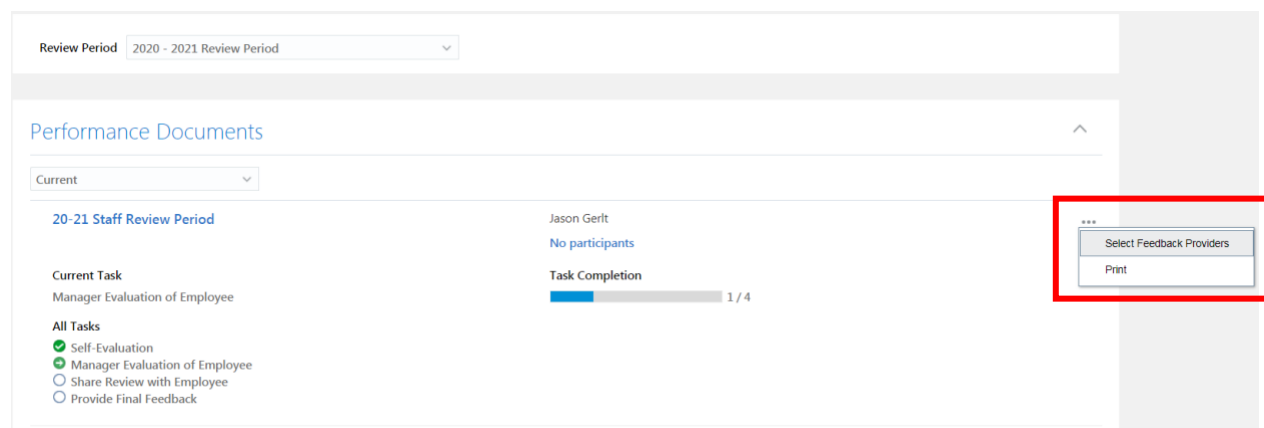
1. In About Me select 'Career and Performance' icon



2. Select 'Performance' tile



3. Click the Information dots on the right side and select 'Select Feedback Providers'



4. Click 'Add' to

Document Details

Participants + Add

There's nothing here so far.

5. Search for person by typing first or last name in 'Add Person' search box

Current Participants

Select Participants

Add Person Harshaw

Name	Business Title	Work Email	Person Number
Jubal Harshaw	Director..	jharshaw@fakecreighton.edu	37300

Nothing here so far.

6. Click 'Save and Close' when all participants have been added

Add Participants Save and Close

Current Participants

Select Participants

Add Person Select a value

☒ JH Jubal Harshaw Director.. Contributor

7. Select participant and click the Actions button. Select 'Notify Manager.' Note: selecting the checkbox by the 'Actions' button will select all participants.

Participants + Add

☐ Actions

☒ Add Question

☐ Change Role

☐ Notify Manager

☐ Delete

Selected By Peter Chriss

8. Add comments if desired. Click 'Submit.'

Notify Manager

Submit

Details

Participants

Jubal Harshaw

Message to Manager