WASHOE COUNTY PERFORMANCE MANAGEMENT – SAP
HELPFUL REMINDERS

1. Begin Review

   ▪ Make sure dates are accurate to evaluation period.

2. Enter Goals, Rating, Comments

3. Print or PDF evaluation once ready for employee to review.

   ▪ Go over evaluation with employee BEFORE submitting to employee (you may have changes after meeting, changes cannot be made if already sent to employee).

4. Make any modifications decided after meeting with employee.

5. Send to employee for acknowledgement (AFTER meeting with employee).

   ▪ Employee will receive email notice to go in and make comments/acknowledge evaluation.

6. Once Employee has acknowledged document an email will be sent to the High Level Manager to review, make any comments and finalize the review.

   ▪ When this is complete Infotypes 0019 & 0025 (Appraisals & Monitoring of Tasks) automatically update. Very important for evaluation dates to be accurate.

7. After High level Manager finalized the review the supervisor/manager and the employee will receive an email notification that the document is complete.

8. At this point the evaluation needs to be saved as a PDF and handled per the instructions for "Electronic Submission of Employee Reviews" handout.

   ▪ Any edits made to evaluation must be completed within SAP, not handwritten on the document.

If you do need assistance with the review after submittal please contact any of the following:

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