

2016

# Attaching a Document to a Performance Review

MANAGER (Rater)



## Attaching a Document to a Performance Review

During a Performance Review a Manager (Rater) may want to, or be asked by an employee, to attach a document that demonstrates the Employee’s performance in a specific area. ePerformance allows a Manager (Rater) to attach a document(s) during the Complete Manager Evaluation step.

### Manager (Rater) Attaches Document to Performance Review

1. Manager (Rater) Navigates to: [myOhio](#) > [Career Resources](#) > [Manager Tasks](#) > [ePerformance Performance Documents](#) > [Current Documents](#).
2. Click the [Document Type](#) hyperlink for the appropriate employee.

Current Performance Documents						
Listed below are the current performance documents for which you are the Manager.						
Performance Documents						
Employee	Document Type	Begin Date	End Date	Job Title	Status	
DIEDRE Ferris	<a href="#">ANNUAL REVIEW</a>	11/01/2012	12/31/2012	Customer Service Assistant 1	In Progress	

3. Click the [Edit](#) hyperlink next to the **Complete Manager Evaluation** step on the **Document Details** page.

Complete Manager Evaluation		In Progress	12/16/2012	<a href="#">Edit</a>	<a href="#">Submit</a>
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4. On the **Manager Evaluation** page, scroll to the bottom of the review document.
5. Click the [Add Attachment](#) hyperlink.

**Attachments**

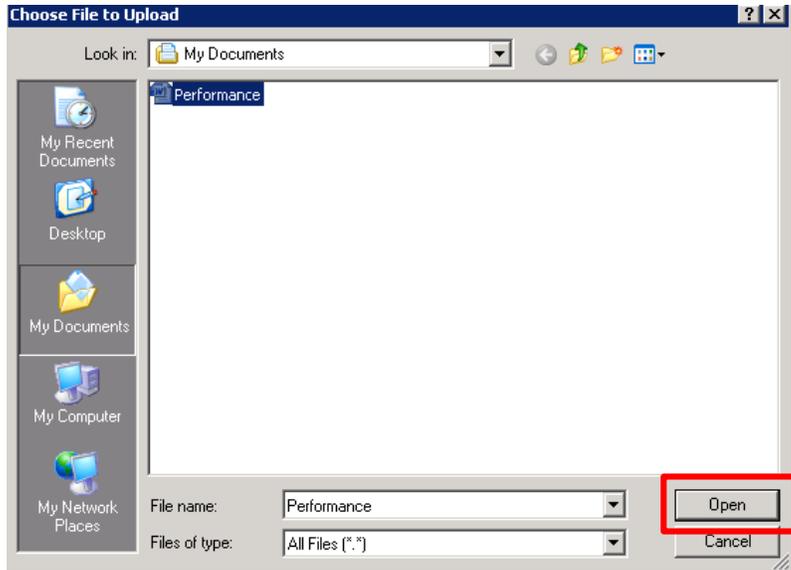
No Attachments have been added to this document

[+ Add Attachment](#)

6. Click the [Browse](#) button.

File Attachment

- Find and select the document by clicking the Document that is to be attached, then clicking the Open button.



- Click the **Upload** button.



- Type a **Description** of the document and choose the appropriate audience from the **Attachment Audience** drop-down list.

Attachments					
File Name	Description	Attachment Audience	Last Update Date/Time	Uploaded By	
<a href="#">Performance.docx</a>		<input type="text" value="EE and Mgr Mgr Only"/>	11/05/2012 3:55:05PM	LISA Baker	
<a href="#">+ Add Attachment</a>					

**NOTE:** The Attachment Audience refers to who has access to view the attachment. The “EE and Mgr” option allows both the Employee and Management to see the documents. “Mgr Only” restricts access to just Management.

10. Click the document’s **Save** button.

11. The top of the page will state: ***You have successfully saved your evaluation.***