Attaching a Document to a Performance Review

MANAGER (Rater)

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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


2. Click the Document Type hyperlink for the appropriate employee.

3. Click the Edit hyperlink next to the Complete Manager Evaluation step on the Document Details page.

4. On the Manager Evaluation page, scroll to the bottom of the review document.

5. Click the Add Attachment hyperlink.

6. Click the Browse button.
7. Find and select the document by clicking the Document that is to be attached, then clicking the Open button.

![Choose File to Upload dialog box](image)

8. Click the **Upload** button.

![File Attachment dialog box](image)

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

![Attachments table](image)

**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.*