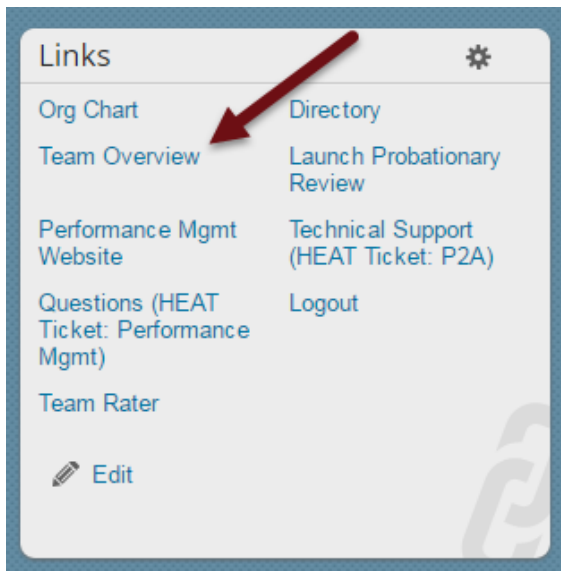


Team Overview

Managers may begin to enter performance feedback when the performance appraisal is in the Employee Review step by using the Team Overview function.

1. Log in to Perform2Achieve using your UTHealth username and password.
2. Click on the Team Overview link from the Links tile.



3. Click the link for the FY2017 Performance Appraisal Form if it is not already selected. If you are employed at HCPC, the link will read FY2017 HCPC Annual Appraisal Form.

FY2017 UTHealth Performance Appraisal Form

My Team ▾	Employee Review	Manager Review	Signatures
 Carol Clark	unrated	Fully Meets Expectations	☑ ☑
 Brooke Brown	In Progress	unrated Review Brooke	

4. Click on the button that says Review (Employee Name) i.e. Review Brooke. This will allow the manager to begin the performance evaluation while the form is still in the Employee Review step.