

'Home Tab - Your Action Items'

'Your Action Items' is the first screen you will see once you reach the Employee Portal. This will be a running list of appraisals that require your attention.

- **'Item'** indicates the appraisal type (Year End or Mid Year) for each employee.
- **'Description'** indicates the current process step and/or required action.
- To return to the **'Your Action Items'** page, click the **'Home'** button at the top of the screen. The number next to the 'Home' button represents the number of items that require your action.
- Once you have completed the required actions listed in **'Your Actions Items'** they will no longer appear on this screen (unless it is reopened by Human Resources or is sent back to you by the Second Level Supervisor).
- If you would like to review documents that you have completed and are no longer on **'Your Action Items'** page, click **'My Employee Reviews'** to access the 'Review Dashboard'

If you have questions about this process please contact the Human Resources Office at (989)686-9107.