## Performance Documents (Quarterly Growth Conversations)

This guide walks employees through how to review and add comments to performance documents.

**Audience:** Employees

**Additional Resources:**
- GMHEC Knowledgebase

You will receive a notification when your supervisor initiates a quarterly growth conversation. Use these instructions to review and add your comments. Note: employee comments are optional, not required.

<table>
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<th>Process Step &amp; Description</th>
<th>Action</th>
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<td><strong>1.0 Navigation Path</strong></td>
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### Getting Started

You will receive a notification when your supervisor submits a feedback form. You can navigate to the feedback from the notification bell.

MIDD Quarterly Growth Conversation Was Evaluated by

![MIDD Quarterly Growth Conversation Was Evaluated by](https://egw-dev2.rus2.oraclecloud.com/homeUI/faces/adf-task-flow?tz=America%2FNew_York&utf8=medium&dt=both&utf8=short&lg=en&cy=8bpms...)

**Task Manager Evaluation of Workers Completed**

**Task Manager Evaluation of Workers in your performance document MIDD Quarterly Growth Conversation completed by**

- **completed task Manager Evaluation of Workers in your performance document MIDD Quarterly Growth Conversation.**

  **Review Period:** MIDD FY23 Quarter 3
  **Performance Document Start Date:** 01-Jan-2023
  **Performance Document End Date:** 31-Mar-2023

**Go to performance document: MIDD Quarterly Growth Conversation**
1.1 Navigation Path

**Getting Started**

**Navigation Path**
Me > Career and Performance
From the Home screen:

Click “Career and Performance” icon

1.2 Navigation Path

**Careers and Performance**

From the Show More options menu:

Scroll to the “Careers and Performance” section

Click the Performance Icon
2.0 Opening Performance Document

From the Career and Performance module

Click the hyperlink to navigate to the “Current Task” assignment “Employee Final Feedback” to open the performance document
**2.1 Reviewing Supervisor Submitted Performance Document**

*From the “Employee Final Feedback” menu:*

*In the Evaluations Topic section, click “View” to the right of the “Questionnaire”*

To close the document, click the back arrow at the top left of the document
Open Performance Document Comment Section

From the “Employee Final Feedback” menu:

Click “Continue” to the right of “Review the performance document and continue to provide final feedback comment on your evaluation” prompt
3.1 Entering Performance Document Comment

Enter Performance Document Comment

From the “Employee Final Feedback” menu:

Click into the “Comments” text box and enter comments

3.2 Submitting Performance Document Comment

Submitting Performance Document Comment

From the “Employee Final Feedback” menu:

Click “Submit” on the top right

4.0 View Completed Performance Document

View Completed Performance Document

From the Career and Performance” module:

Click “Performance”

In the “Performance Documents” section, click the name of the performance document (“MIDD Quarterly Growth Conversation”) to view