How to View Completed Evaluations for Inactive Employees

Overview
This instructional guide identifies the steps necessary to view evaluations for inactive employees that were completed in the former and current talent management system. Human Resource roles of A, H or X are able to view the completed evaluations.

Definitions
The following are definitions relevant to this instructional guide:

- Former Talent Management System – People Fluent (used from July 2013-December 2016).
- Dashboards – Reports tab that provides a summary-level view of information in a graphical format and allows Human Resource roles to view evaluations within their agency and statewide.
- Login ID – ID used to log in to People First.
- Employee Profile – Home navigation dropdown menu option and page that displays employee information, an organizational chart, and completed evaluations.

Frequency
Anytime you need to view an evaluation completed for an inactive employee.

Process Steps
The steps for completing the process are as follows:

How to View an Evaluation Completed in the Current Talent Management System

Step 1: Log in to People First.

Step 2: Select the Talent Management tile on the manager landing page.

Step 3: Select Reports from the Home navigation dropdown menu.
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**Step 4:** Select Dashboards, if you are not defaulted to the Dashboards tab.

**Step 5:** Select Statewide Evaluation Search (Includes Inactive Employees).

**Step 6:** Click on the filter icon.

**Step 7:** Ensure Report Type is Other Filters.

**Step 8:** Ensure Form Template Name is All values are selected.

**Step 9:** Select the Login ID filter.

**Step 10:** Ensure ‘By My Selection’ is selected. Enter the Login ID or employee name into the search field.

Note: Login ID must be 8 digits (including leading zeros) and is the preferred method of searching. When searching by name, search in order of first, middle initial, last.

**Step 11:** Select the checkbox next to the employee’s name.
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**Step 12:** Select Done.

**Step 13:** Select Apply Filters.

**Step 14:** Click on the white space within the box.

**Step 15:** Click Select All.

**Step 16:** Select the Document ID hyperlink to navigate to the form.
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How to View an Evaluation Completed in the Former Talent Management System

Step 1: Log in to People First.

Step 2: Select the Talent Management tile.

Step 3: Select Employee Profile from the Home dropdown menu.

Step 4: Select the dropdown next to your Login ID within the Employee Profile header.

Step 5: Select the Include inactive users in search checkbox. Enter the employee’s name into the search bar, then select the employee’s name within the search results.

Step 6: Scroll down to the 2013 – 2016 Evaluations section to view the evaluations that were completed in the former talent management system.