Talent Management - Viewing Completed Evaluations for Active and Inactive Employees

Overview

This instructional guide outlines the steps necessary to view performance evaluations for active and inactive employees, completed in the former and current Talent Management System. Human Resource roles of A, H, S, 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).

- 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 active or inactive employee.

Process Steps

The steps for completing the process are as follows:

View an Evaluation for Current Employees

Step 1: Log in to People First.

Step 2: Select the Talent Management tile.

Step 3: Utilize the search box in the top right corner beside your name and begin typing the name of the active employee or enter their Login ID.
Step 4: Hover over the employee’s name to display the quick reference card and select Take Action.

Step 5: Select Employee Profile

Step 6: Scroll down to the 2013 – 2016 Evaluations section to view the evaluations that were completed in the former Talent Management System.
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**Step 7:** Scroll down and utilize the Show More link to view all evaluations occurring between 2016- Present.

![2016 – Present Evaluations](image)

**View Evaluations for Inactive Employees**

**Step 1:** Log in to People First.

**Step 2:** Select the Talent Management tile.

**Step 3:** Select Reporting from the Home navigation dropdown menu.

![Home Menu](image)

**Note:** It is recommended not to use IE 11 when performing the following steps.

**Step 4:** Use the search bar on the top right of your screen and Search for and Select Statewide Evaluation Search (Includes Inactive Employees).

![Statewide Evaluation Search](image)

**Step 5:** Select the filter icon to expand the reporting filtering options.
Step 6: 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. If searching by employee name, the name must be entered exactly as it appears in People First. Example, if an employee has a middle name entered in People First but the search only includes a middle initial the employee will not populate. When searching enter in the order of first, middle initial, last name.

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

Step 12: Select Done.
Step 13: Select Apply Filters.

Apply Filters

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

Statewide Evaluation Search (Includes Inactive Employees)

Step 15: Click Select All.

Select All

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

**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. Searches can be current or inactive employees.

**Note:** Login ID must be 8 digits (including leading zeros) and is the preferred method of searching. If searching by employee name, the name must be entered exactly as it appears in People First. When searching enter in the order of first, middle initial, last name.

**Step 6:** Scroll down to the 2013 – 2016 Evaluations section to view the evaluations that were completed in the former Talent Management System.
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**Step 7:** Utilize the Show More link to view all evaluations occurring between 2016-Present.