

Delete an Expectation

Process: This process is used to delete an essential functions and its job standards from the employee's expectations.

Role: Managers

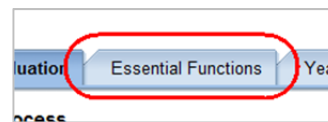
Frequency: When needed

Navigating to the Performance Evaluation

Refer to the **Entering Expectations** Quick Reference Card for navigation details

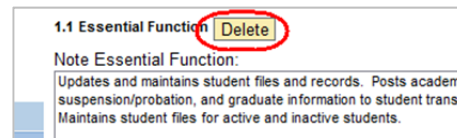
Essential Job Function Tabs

Click on the **Essential Functions** tab



If you need to delete one of the essential functions, click **Delete** next to the function

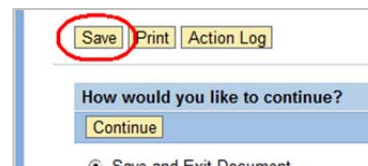
Note: You will **NOT** receive a confirmation message, so be sure that you do want to delete the essential function. If you delete the essential function by mistake, you will need to manually re-enter it along with its job standards and weighting.



Saving the Document

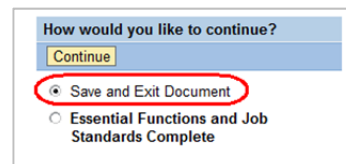
To save the document while you are working, click **Save**

Note: This will save your work and leave the document open.



If you need to close the document and save your work:

Select the **Save and Exit Document** radio button



Delete an Expectation

Click **Continue**

If you are ready to submit the document to the employee:

Select **Essential Functions and Job Standards Complete**

Click **Continue**

Note: The document will close and you will be returned to the **Employee Documents** window which will be refreshed.

Saved and Exited Document:

Appraisal Status	Substatus	Appraisee Name	Appraisal Document Name	Period	To
In Planning	Review and Enter Job Standards	Leigh C Baker	2011 Performance Evaluation	01/01/2011	12/31/2011

Submitted Document:

Appraisal Status	Substatus	Appraisee Name	Appraisal Document Name	Pe
In Review	Employee Year End Review	Leigh C Baker	2011 Performance Evaluation	01/

Closing and Logging Off

On the **Employee Documents** window, click **Close** to close the window

To log out of *myUK*, click **Log off**