Integrated Resource

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	Luation Essential Functions Year
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.	Intersential Function Updates and maintains student files and records. Posts academic supersion/probation, and graduate information to student transc Maintains student files for active and inactive students.
Saving the Document	
To save the document while you are working, click Save Note: This will save your work and leave the document open.	Save Print Action Log How would you like to continue? Continue Continue
If you need to close the document and save your work:	
Select the Save and Exit Document radio button	How would you like to continue? Continue Save and Exit Document Essential Functions and Job Standards Complete

Quick Reference Card Performance Management Delete an Expectation



Click Continue	How would you like to continue? Continue Save and Exit Document Essential Functions and Job Standards Complete
If you are ready to submit the document to the employee:	
Select Essential Functions and Job Standards Complete	How would you like to continue? Continue Save and Exit Document Essential Functions and Job Standards Complete
Click Continue	How would you like to continue? Continue Save and Exit Document Essential Functions and Job Standards Complete
Note: The document will close and you will be returned to the Employee Documents window which will be refreshed.	
Saved and Exited Document:	
Status Overview (1) Show Quick Criteria Maintenance View Status Appraisal Status Appraisa	Image: Preate line line line line line line line lin
Submitted Document:	
View Status Edit Display ■ Appraisal Status ≜ Substatus In Review Employee Year End Review	Delete Create Undo Offline Lock Export → Appraisee Name I Appraisal Document Name Pe ew eigh 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 <i>myUK</i> , click Log off	Help Log off