

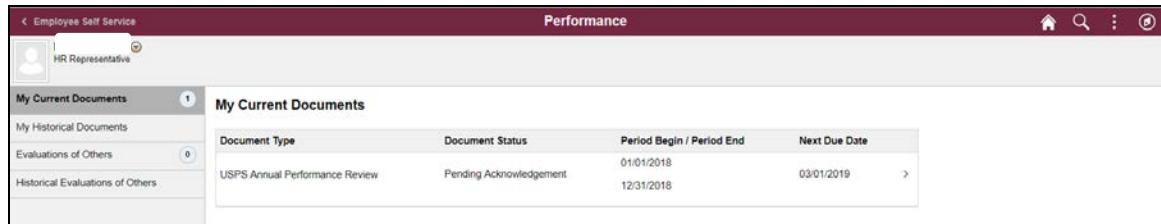
**USPS ePerformance Quick Reference – Employee Actions**

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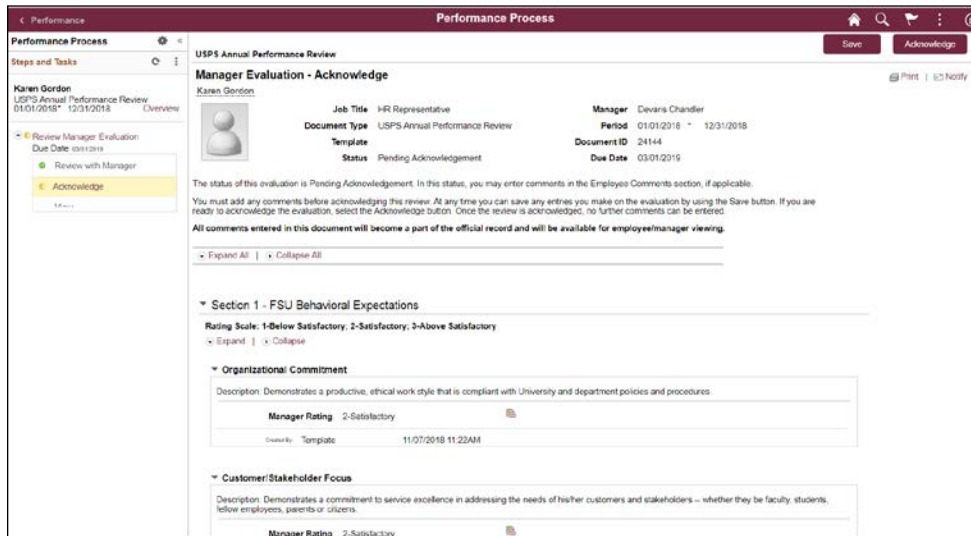
After you and your supervisor have reviewed and discussed your performance evaluation together, you will need to acknowledge that the performance review was held. You will receive an automated email notification instructing you to review your evaluation, enter comments and acknowledge the review using the online ePerformance tool via OMNI Self Service.

An evaluation is considered complete when it has been discussed and acknowledged by the employee and marked complete by the rater.

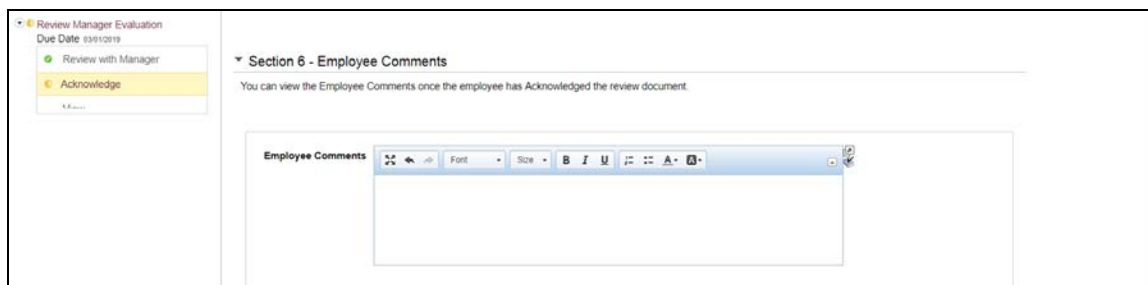
Step	Action
1.	Login to my FSU – <b>my.fsu.edu</b>
2.	Click the <b>Human Resources</b> link.
3.	Click the <b>Employee Self-Service</b> link.
4.	Click the <b>Performance Management</b> link.
5.	Click the <b>My Current Documents</b> link.
6.	Click the <b>USPS Annual Performance Review</b> link.



Step	Action
7.	Click the <b>Expand All</b> link.



Step	Action
8.	Review and Scroll down the page to the <b>Employee Comments</b> field.
9.	<b>Optional:</b> You may provide comments regarding your performance evaluation ratings.
10.	Click the <b>Save</b> button.
11.	Click the <b>Acknowledge</b> button.



Step	Action
12.	Click the <b>Confirm</b> button.
<b>NOTE</b>	An automated email notification will now be sent to the supervisor indicating the evaluation has been acknowledged.