

**Viewing Historical Documents - Understanding a Supervisor's View of Historical Documents**

Supervisors can access performance evaluations through OMNI-HR's Manager Self-Service as long as the evaluations were completed by them. Previous evaluations not completed by the supervisor, will not be available under the Historical Documents tab. A supervisor can request a copy of past performance evaluations by contacting the Office of Human Resources, Records Department, at 850-645-7854 or HR-Records@fsu.edu.

<b>Step</b>	<b>Action</b>
1.	Login to my FSU – <b>my.fsu.edu</b>
2.	Click the <b>Human Resources</b> link.
3.	Using the drop-down arrow (at the top of the page), click the <b>Manager Self Service</b> link.
4.	Click the <b>Performance Management</b> tile.
5.	Click the <b>Historical Documents</b> link.
6.	Click the <b>Employee Name</b> link.
7.	Click <b>Performance Management</b> to return to the list of employees.