

Viewing Historical Documents - Understanding a Supervisor's View of Historical Documents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 Previous evaluations not completed by the supervisor, will not be available under the Historical Documents tab.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.

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	Click the Historical Documents link.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