

How Do I Acknowledge & Sign My Performance Evaluation

Once a supervisor has completed your evaluation, enumerators will receive an email to acknowledge/sign the evaluation (*the email also includes these instructions below*).

1. Under the **EMPLOYEE SELF SERVICE** tab, click on **Pending Reviews**
2. Select the performance review with the status “**Pending Acknowledgement**”
3. Click “**NEXT**” to begin reviewing the performance review (***Do not click the View button—see below***)
4. Continue to click “**NEXT**” until you have reached the last question, then select the circle next to **Agree** or **Disagree**. You may make comments in the comment box.
5. Click **SAVE** to complete the process and acknowledge your review

To see a printed version of your performance evaluation, you can click the **View** button. It will produce a PDF version of the form.

Printed and video instructions are also posted on the NASS-NASDA webpage under “Personnel Resources” under the “Handbooks” tab.

⚡ Scheduled Review Date	⚡ Review Type	⚡ Review Period	⚡ Reviewer	⚡ Date Completed	⚡ Status	⚡ Overall Rating	⚡ Overall Total Points
1/30/2018	NASDA Enumerator, Supervisor, Coach Annual Review		[REDACTED]	1/30/2018	Complete	25	175/175