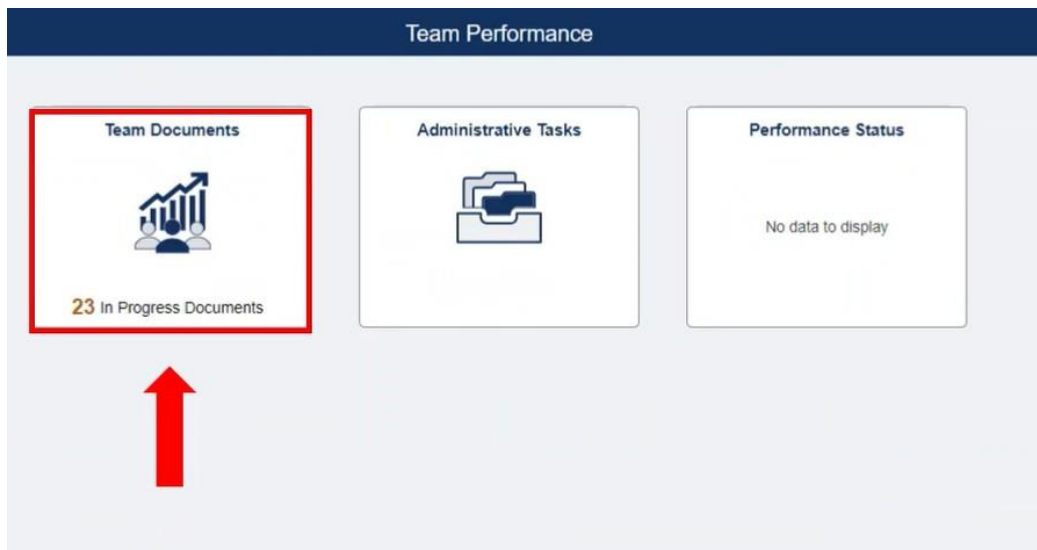


PEP Reopen Employee Evaluation Instructions

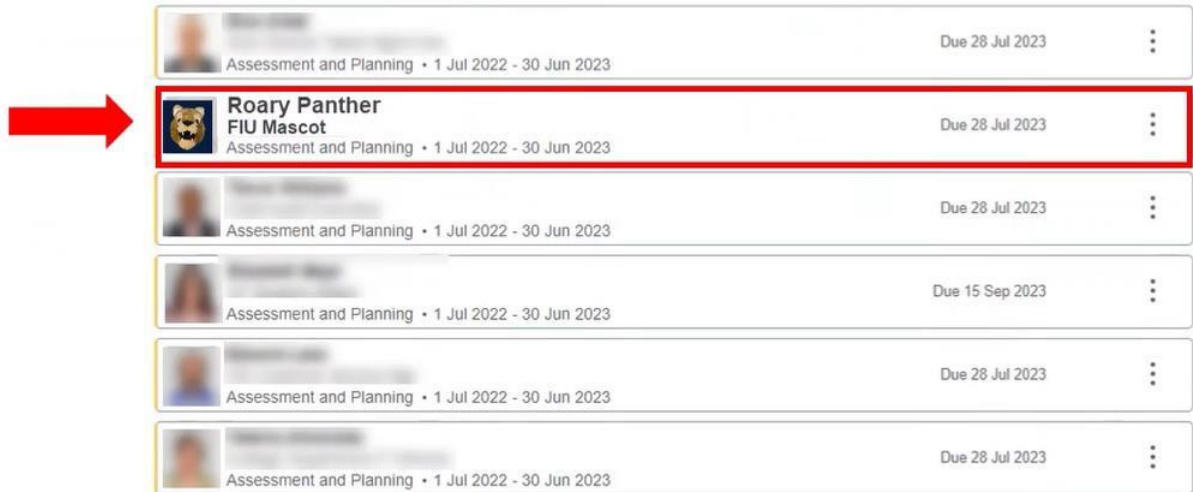
1. Begin by logging into [PantherSoft HR](#) and accessing the Managerscreen. Select the “Team Performance” tile.



2. Next, select the “Team Documents” tile.

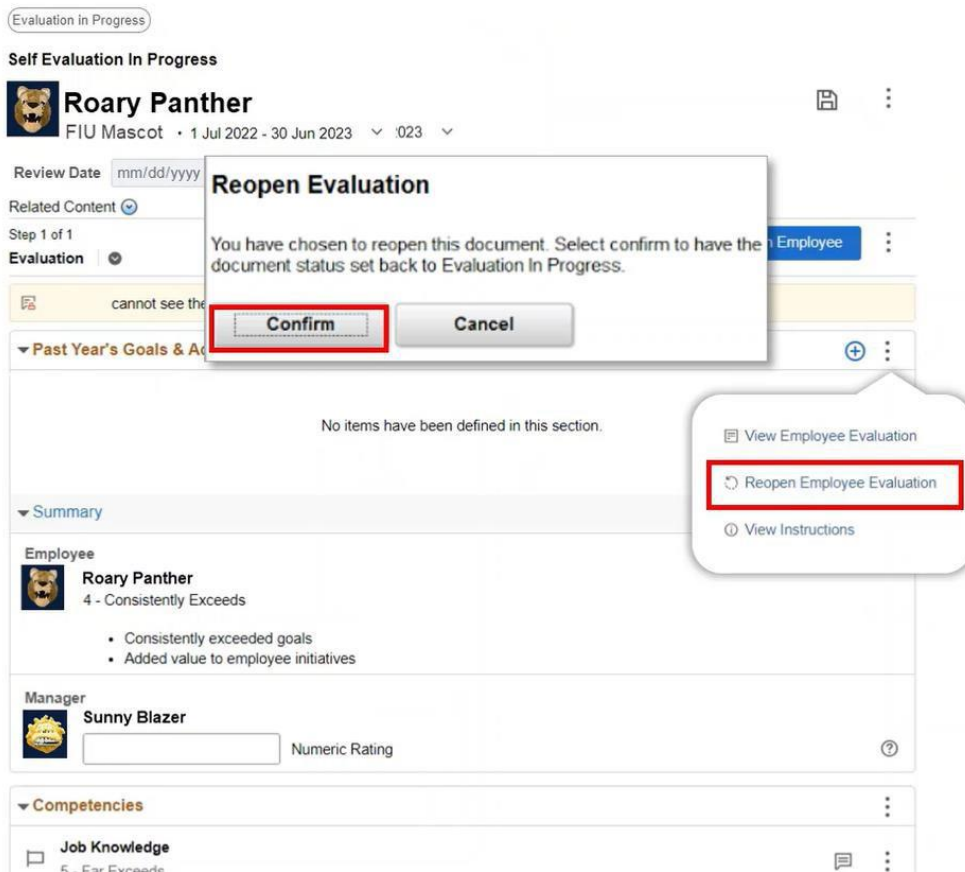


3. Now choose the employee whose PEP document you want to work on by clicking on their name which is hyperlinked.



	Assessment and Planning • 1 Jul 2022 - 30 Jun 2023	Due 28 Jul 2023	⋮
	Roary Panther FIU Mascot Assessment and Planning • 1 Jul 2022 - 30 Jun 2023	Due 28 Jul 2023	⋮
	Assessment and Planning • 1 Jul 2022 - 30 Jun 2023	Due 28 Jul 2023	⋮
	Assessment and Planning • 1 Jul 2022 - 30 Jun 2023	Due 15 Sep 2023	⋮
	Assessment and Planning • 1 Jul 2022 - 30 Jun 2023	Due 28 Jul 2023	⋮
	Assessment and Planning • 1 Jul 2022 - 30 Jun 2023	Due 28 Jul 2023	⋮

4. Click on the three-dot-menu and select “Reopen Employee Evaluation”. Then, click “Confirm” to finalize the transaction.



Evaluation in Progress

Self Evaluation In Progress

Roary Panther
FIU Mascot • 1 Jul 2022 - 30 Jun 2023

Review Date: mm/dd/yyyy

Related Content

Step 1 of 1

Evaluation

cannot see the

Past Year's Goals & A

No items have been defined in this section.

Summary

Employee

Roary Panther
4 - Consistently Exceeds

- Consistently exceeded goals
- Added value to employee initiatives

Manager

Sunny Blazer

Numeric Rating

Competencies

Job Knowledge

Reopen Evaluation

You have chosen to reopen this document. Select confirm to have the document status set back to Evaluation In Progress.

Confirm Cancel

View Employee Evaluation

Reopen Employee Evaluation

View Instructions