Supervisor Evaluation – Attachments

- You may attach these types of documents as supporting material for your evaluation:
    - Microsoft Word or similar word-processing (.doc, .docx)
    - Microsoft Excel (.xls, .xlsx)
    - PDF (.pdf)
    - Graphics/Images (.jpeg, .png, .tif)

Attachments

| Introduction | Core Competencies | Job Duties | Employee Goals | Goal Accomplishments | Attachments |

* Name [_____]   New Attachment

Description [_____]

File Browse... No file selected.

Upload file

- Enter an appropriate and descriptive name for your attachment
- Enter a brief description if desired
- Click "Browse" to navigate to the intended file to attach
- Click "Upload file" (This may take a few minutes depending on the size of the document and your connection speed)
- Once your document is uploaded, it will be added to the attachments list as shown below:

Attachments

Introduction	Core Competencies	Job Duties	Employee Goals	Goal Accomplishments	Attachments

New Attachment

Name	Description	File Type	Size	Delete
Disciplinary Report		application/vnd.openxmlformats-officedocument.wordprocessingml.document	11.1 KB	🗑

- To add another document, click New Attachment and complete the same process over again.

Attachments

Introduction	Core Competencies	Job Duties	Employee Goals	Goal Accomplishments	Attachments

New Attachment

Name	Description	File Type	Size	Delete
Disciplinary Report		application/vnd.openxmlformats-officedocument.wordprocessingml.document	11.1 KB	🗑

- To remove an attachment, select the trash can icon next to the document's description.

Attachments

Introduction	Core Competencies	Job Duties	Employee Goals	Goal Accomplishments	Attachments

New Attachment

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Disciplinary Report		application/vnd.openxmlformats-officedocument.wordprocessingml.document	11.1 KB	🗑

- When you are finished uploading attachments, select the Goal Accomplishments tab.

Attachments

Introduction	Core Competencies	Job Duties	Employee Goals	Goal Accomplishments	Attachments

New Attachment

Name	Description	File Type	Size	Delete
Disciplinary Report		application/vnd.openxmlformats-officedocument.wordprocessingml.document	11.1 KB	🗑

- If you are done with the entire evaluation click Complete.

[☑ Save Draft] [↻ Complete]
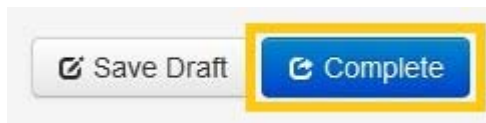
- After clicking Complete you will see a confirmation screen as illustrated below. Click OK to complete the supervisor evaluation.

Are you sure you want to complete this supervisor evaluation?

[OK]   [Cancel]