How to Add Job Duties to the "Job Duties" Section on an ePerformance Evaluation Form

1. **Open the employee's document.**

2. **Go to Complete Employee Evaluation.**

Anne Doe

Performance Review

07/01/2015 - 06/30/2016   Overview

▶ ○   Nominate Participants
      Due Date   06/30/2016

▶ ○   Review Participant Evaluations
      Due Date   05/16/2016

▶ ✓   Review Self Evaluation
      Due Date   05/16/2016

▼ ◑   Complete Manager Evaluation
      Due Date   08/14/2016

      ◑ Update and Share

         Request Acknowledgement

         Pending Acknowledgement

         Complete

3. **Go to the section you want to copy to.**

▼ Section 4 - Achievement of Goals

📑 Add Item

4. **Click 'Add Item.'**

Add Item

- ○ Add pre-defined item
- ● Add your own Item

[Next]

5. **Add your own item.**

6. **Go to the employee self-assessment.**

Steps and Tasks

Anne Doe
Performance Review
07/01/2015 ˮ 06/30/2016   Overview

▶ ○ **Nominate Participants**
   Due Date   06/30/2016

▶ ○ **Review Participant Evaluations**
   Due Date   05/16/2016

▶ ✓ **Review Self Evaluation**   **Open Self Evaluation**
   Due Date   05/16/2016

▼ ◑ **Complete Manager Evaluation**
   Due Date   08/14/2016

   ◑ Update and Share

   Request Acknowledgement

   Pending Acknowledgement

   Complete

7. Document will open in another window.

Self-Evaluation

The document status is Completed.

⊙ Expand All | ⊙ Collapse All |

▶ Section 1 - iSCORE Values

▼ Section 2 - Job Duties

⊙ Expand | ⊙ Collapse

▶ **Job 1**

▶ **Job 2**

8. Go to section you want to copy from.

▼ Section 4 - Achievement of Goals

⊙ Expand | ⊙ Collapse

▼ Training

Copy	Ctrl+C

9. Copy.

*Title Training

Description

⛶	↩	↪	Font	▾	S

Increase training of lab technicians

Add
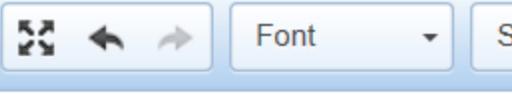
10. Go back to the assessment page. Paste the title and description from the self assessment to the document. Add and save.

▼ **Training**

Description : Increase training of lab technicians

Manager Rating [▾]   0.00 🖳

11. A new item will be created for you to do an assessment on.