HelloSign Tip Sheet for Berkeley Lab Performance Management Process:
For Employees and Postdoctoral Scholars

● Once your supervisor has completed his/her written review of your performance, you will be able to view your finalized document by logging into pmp.lbl.gov.
  ○ Review your performance review document.
  ○ Be prepared to discuss your performance at your performance review discussion meeting.
  ○ Be prepared to sign your performance review document during the meeting.

● Participate in the performance review meeting
  ○ You may request additional time to add comments to the review (within 5 days, at a date your supervisor specifies, or by the performance review deadline, whichever occurs first).
  ○ After your conversation with your supervisor, if you still do not agree with the facts in your review you have two options:
    ■ Write comments in the comment box and electronically sign using HelloSign.
      ● You must complete this action within the deadline
    ■ If you are not comfortable with option 1, using the signing option, you can type directly in the signature box “I decline to sign this review.”
      ● You can override any previous signature used.
      ● Complete the signature process using HelloSign as you normally would.
      ● You must complete this action within the deadline

● To sign, the supervisor and employee should click the link in the email sent to you via HelloSign.
  ○ Subject line of email will be “Please sign [your name]’s performance review - Signature requested by Performance Management Process Team.”
  ○ Click “Review and Sign.”
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- Use one of the following methods to sign:
  - Draw it in: sign directly into HelloSign with a mouse (this is best done with a laptop touchpad and stylus/finger; but may also be done with any mouse).
  - Type your signature.
  - Upload image file: sign a blank sheet of paper and scan it as an image; then upload the electronic image of the signature.
  - Add via Smartphone: sign a blank sheet of paper and take a photo of it.

- Insert your signature
- Enter any comments; Note: For copying and pasting comments, use Chrome instead of Firefox.
- Click “Agree” to submit your legal signature

- All required signatures must be received prior to the Performance Review deadline.

Receive an error?
- If the system times out while you are waiting for your signature to upload, try refreshing the browser.
- If you click the link from your email and the document is not available, click the button to log into HelloSign via Google.

HelloSign Video Demonstration: [http://www.screencast.com/t/P0waiYLqdK%EF%BB%BF](http://www.screencast.com/t/P0waiYLqdK%EF%BB%BF)