

Annual Performance Review Google Docs Tips - For Employees and Postdoctoral Scholars

General Tips and Facts About Google Docs

1. *Saving your text:*

- a. No need to look for a save option; Google Docs saves automatically every time you make changes.

Tips for Drafting Self Assessment

1. *Accessing self assessment:*

- a. Check your email for the Performance Review Form, with the subject line "FYxx Self Assessment" and click on link in the email.
- b. Or, login to the Performance Review Website, pmp.lbl.gov.

Entering accomplishments

- a. In the white text box marked for employees, type in your accomplishments.
- b. Use of bullets is highly recommended.
- c. Use copy and paste from word documents or other Google Docs.
- d. When you leave Google Docs, it will save your text.

2. *Coming back to complete self assessment:*

- a. To continue working on your self assessment:
 - i. Click the link from your email,
 - ii. Or, login to the Performance Review Website, pmp.lbl.gov.

3. *Submitting your self assessment*

- a. Login to the Performance Review Website, pmp.lbl.gov.
- b. Click the "Finalize now" button.
- c. Click the "Submit" button.

4. Note: You will need to login to pmp.lbl.gov in order to complete the process.

5. *Signing your completed review*

- a. Signatures are now done electronically through HelloSign
- b. After your supervisor has written your review and conducted your review discussion, look for an email with the subject line "[your name] 20xx Performance Review - Signature requested by Performance Management Process Team."
- c. Click the "Review & Sign" button in the email, which will take you to HelloSign to sign the review.
- d. After you have signed, the review will be routed to your supervisor for his/her signature.
- e. Once your supervisor has signed, you will both receive email copies of the signed review in pdf format in your email inbox.

FAQ's

6. *Can I access last year's completed review with my supervisor's comments?*

- a. If your division used Google Docs last year and your review was in the finalized status in Google Docs, there will be a link to access last year's review on the Performance Review Website, in the "Your Performance Review Documents" section. Note, this is not applicable for Postdoctoral Scholars.

7. *Can I access it after it's completed?*

- a. You can view (only) the final self assessment. Go to the Performance Website and click the "view your final self assessment" button.

8. *Can I make changes once it's been completed?*

- a. No. Review your document thoroughly. Once you click "Submit" button, you cannot undo this action.