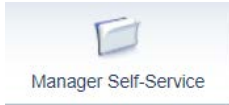


## Creating the Annual Evaluation Document

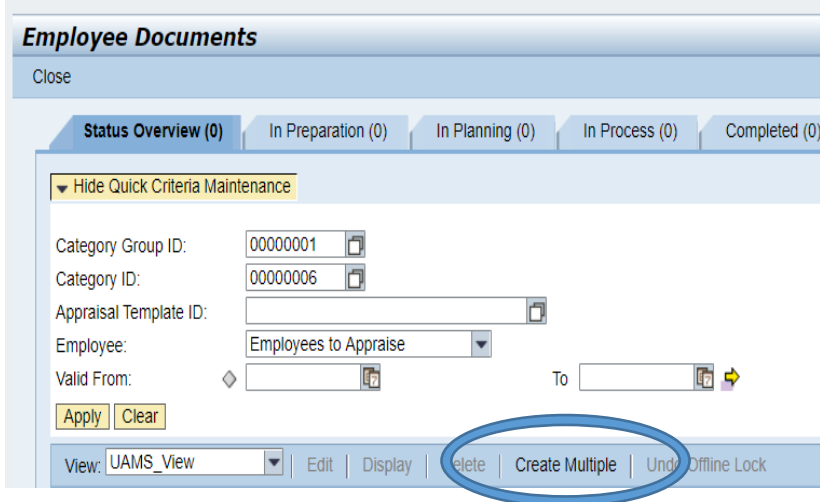
1. Log into ESS and click on the MSS Tab:



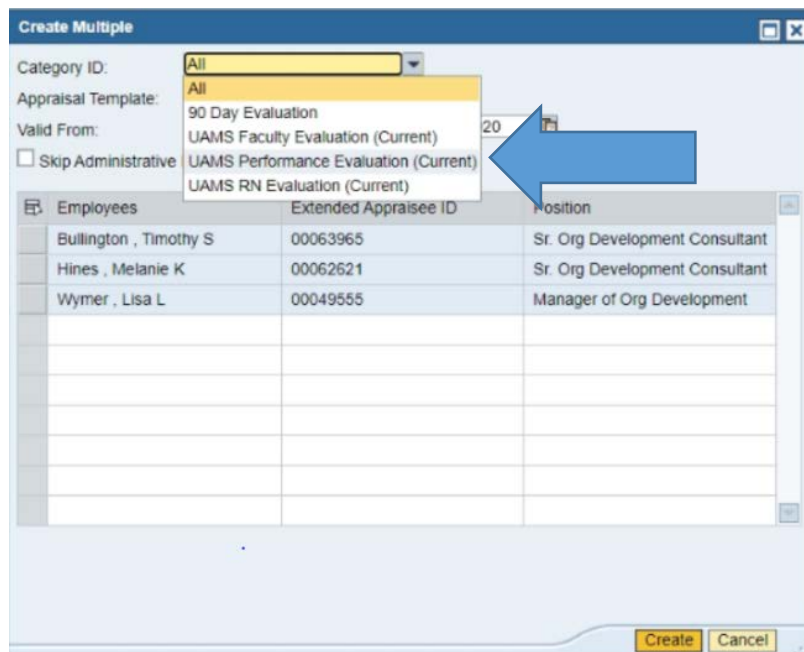
2. On the Talent Management page, click the Performance Management link:



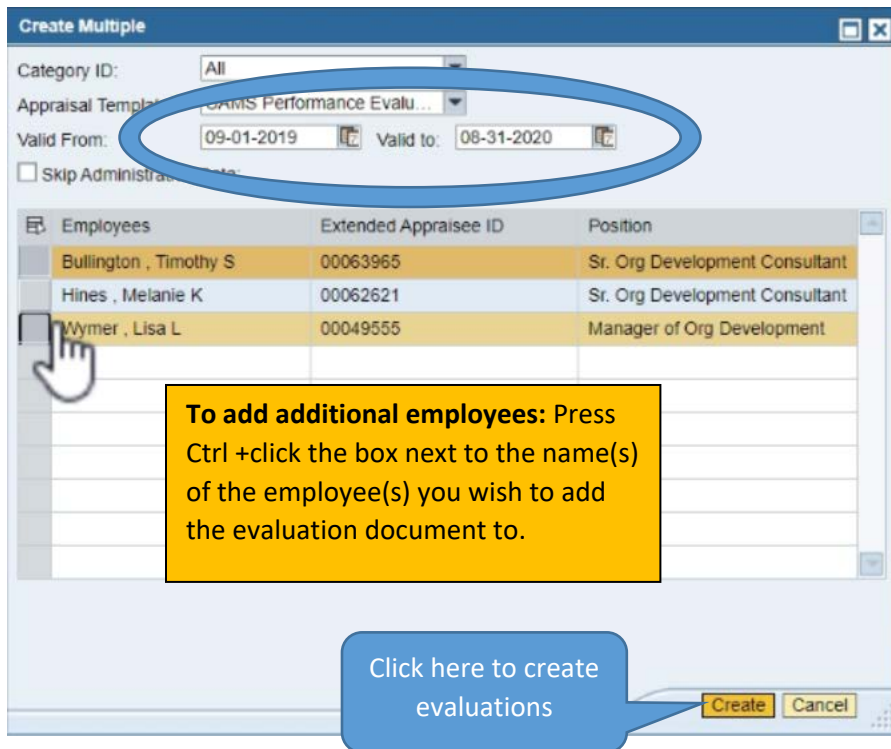
3. On the Employee Document page, click the Create Multiple button:



4. Click on the drop down next to Category ID and select **UAMS Performance Evaluation (Current)**:



5. Edit the Valid From and Valid "To" Date Periods by clicking on the calendar icons next to the date fields. **The evaluation period for this year is 09-01-2019 through 08-31-2020.** After you have entered your dates for the annual evaluation, click on the boxes next to the employees you wish to evaluate. To copy this evaluation document to more than one employee, press Ctrl and click the box next to the employee's name. **Note: There are only two locations where you may edit the validity period, here and while in the In Preparation phase.**



6. When you have finished selecting your employees, click the Create button located in the lower right hand corner of the "create multiple" box. \*Please see image above in Step 5.
7. Finally, click the Close button as shown here, to return to the employee documents page where your evaluations will be waiting for you.

