


How to Add 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 Overall Comments Attachments 

*** Name**
⋮


Description


File
 No file selected.

- 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:

The attachment has been uploaded.

Attachments

Introduction Core Competencies Job Duties Employee Goals Overall Comments Attachments 

Name	Description	File Type	Size	Delete
Accomplishments List	List of my accomplishments since July.	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet	7.46 KB	

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

Attachments

Introduction Core Competencies Job Duties Employee Goals Overall Comments Attachments

New Attachment

*** Name**
Positive feedback

Description
Positive feedback I received since July 1.

File
Browse... Attachment 2.docx

Upload file

Name	Description	File Type	Size	Delete
Accomplishments List	List of my accomplishments since July.	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet	7.46 KB	

After selecting New Attachment, enter a name and description if applicable, click Browse to find the file, and Select Upload File.

The attachment has been uploaded.

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New Attachment

Name	Description	File Type	Size	Delete
Accomplishments List	List of my accomplishments since July.	application/pdf	1.32 KB	
Positive feedback	Positive feedback I received since July 1.	application/vnd.openxmlformats-officedocument.wordprocessingml.document	11 KB	

- When you are finished uploading attachments, select the Overall Comments tab.
- Select Complete and then OK in the confirmation screen to complete your Self-Evaluation.