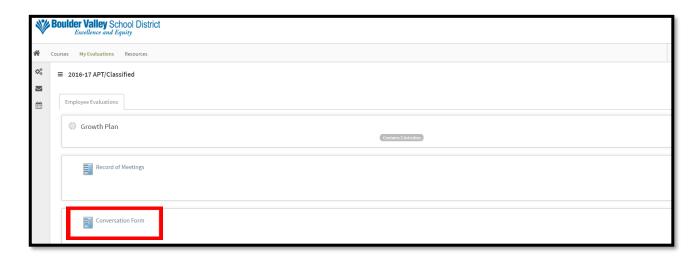
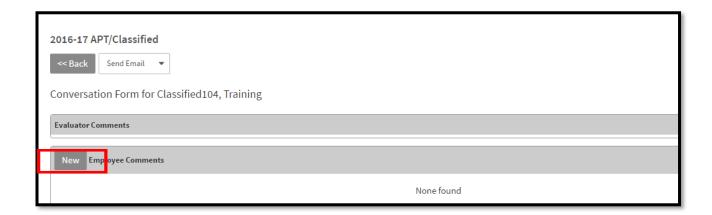


Instructions for Evaluations Conversation Form

- Click on the Evaluation title (APT/Classified or Licensed or Principal) to open the Evaluation
- Click on Conversation Form to begin the activity



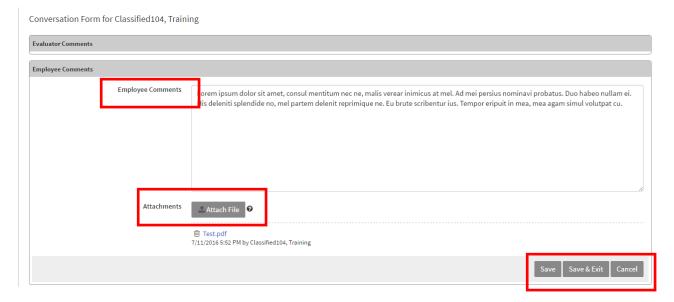
• Click New next to the Employee or Evaluator Comments





Instructions for Evaluations Conversation Form

- Type comments into the text box labeled Employee (or Evaluator) Comments
- Attach documents
- Save, Save & Exit or Cancel



- Employee—click Send Email to notify your evaluator that a Conversation Form has been started
- Evaluator—an email will be sent automatically to notify the employee that the form has been edited

