

Quick Reference: OnBase-Performance How to View Previous Forms

- Click a link below to navigate to Clemson HR's Staff Performance Management Process Employees: <u>https://www.clemson.edu/human-resources/current-employees/performance/staff.html</u> Supervisors: <u>https://www.clemson.edu/human-resources/supervisors/managing-performance/staff.html</u>
- 2) Under Related Links on the right side of your screen, click "Access OnBase-Performance."



- 3) Login using your Clemson credentials and Duo.
- 4) In the top left of your screen, click the "PFM Performance Mgmt Planning Eval Form." A check mark will appear beside the words and a Search will open below.

Document Types	0
	CLE - PERFORMANCE MGMT
CLE - PERFORMANCE MGMT	PFM - Correspondence
PFM - Correspondence	PFM - Employee Response
PFM - Employee Response	PFM - Financial
PFM - Financial	✓ PFM - Performance Mgmt Planning Eval Form
PFM - Performance Mgmt Planning Eval Form	PFM - Supporting Documents
PFM - Supporting Documents	

Search Type

5) Enter your employee ID (6 digits) or scroll down to find "CLE – Employee Username" and enter your username.

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	Search Type		KEYWORDS NOTES
	KEYWORDS TEXT NOTES		CLE - Performance Review Peri
	CLE - Employee ID		MM/dd/yyyy
	12345		CLE - Employee Username
			HART
6) Click Sear	ch located at the bottom of the window.	Search	

7) In the top box on the right, double click on the form you want to view. The form will open on the bottom right of the page for you to view it. You can adjust the height of the form by placing your mouse where the tiles intersect. Click and drag to resize any tile.

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Document Search Results	[15] PFM - Performance Mgmt. Planning Eval Form - 018597 - Berry, Elizabeth Malphrus - 8/1/2022 - 6/30/2023 9/27/2022 [19] PFM - Performance Mgmt. Planning Eval Form - 018597 - Berry, Elizabeth Malphrus - 8/1/2022 - 6/30/2023 9/22/2022 Items: 17 Tems: 17			
Drag a column header here to group by that column.				
DOCUMENT NAME IV Contains	Staff Performance Management Planning and Evaluation Form			
[1] PFM - Performance Mgmt Planning Eval Form - 018597 - Berry, Elizabeth Malphr	Main Job Duties Competencies Strategic Priorities Additional Objectives Supervisor Summary & Comments Signatures			
[12] PFM - Performance Mgmt Planning Eval Form - 018597 - Berry, Elizabeth M [15] PFM - Performance Mgmt Planning Eval Form - 018597 - Berry, Elizabeth M [19] PFM - Performance Mgmt Planning Eval Form - 018597 - Berry, Elizabeth M	$\sum_{v=1}^{t} \frac{\text{CLEMSON}}{v + v + v + v + s + t + y}$			
2	Staff Performance Management Planning and Evaluation Form For assistance with this form or its contents, visit the hyperlink to Staff Performance Management Program website section of this page. Employee ID* Record # 018597 0			