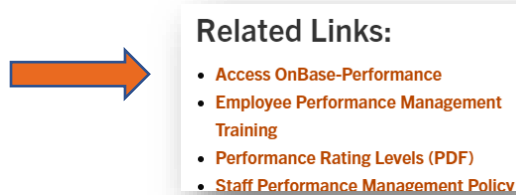
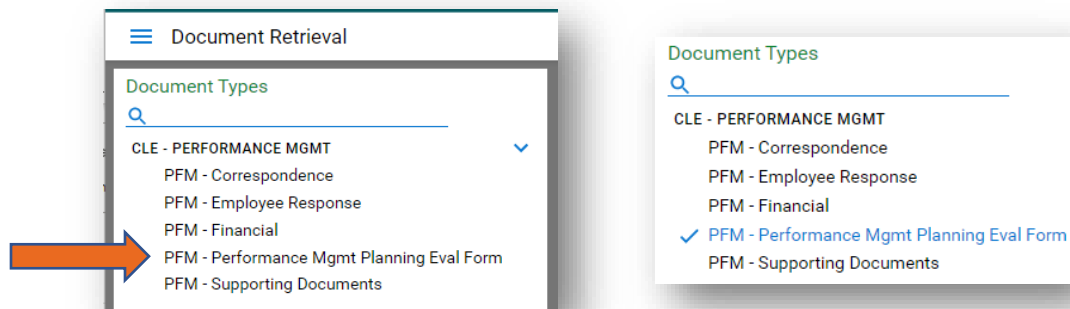


## Quick Reference: OnBase-Performance How to View Previous Forms

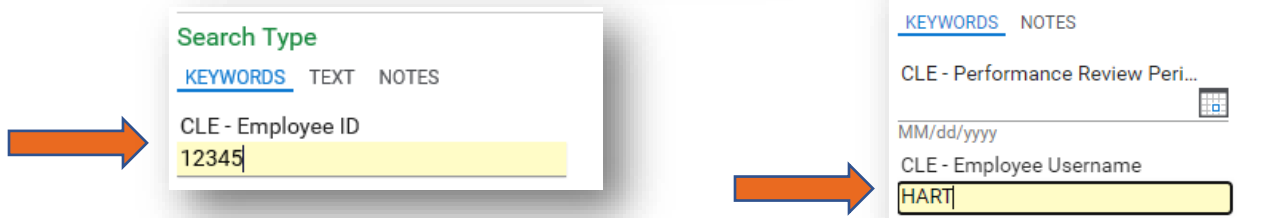
- 1) Click a link below to navigate to Clemson HR's Staff Performance Management Process  
 Employees: <https://www.clemson.edu/human-resources/current-employees/performance/staff.html>  
 Supervisors: <https://www.clemson.edu/human-resources/supervisors/managing-performance/staff.html>
- 2) Under Related 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.



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



- 6) Click Search located at the bottom of the window.



- 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.

