

Quick Reference: OnBase-Performance How to View Forms as Reviewer

- 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>
 Under Belated Links on the right side of your error of click "Access On Base Deformance."
- 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 Retrieval	Document Types
. Document Types	<u>Q</u>
<u>Q</u>	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	

5) Scroll down to find "CLE – Reviewer Name" and enter your username.

	Search Type KEYWORDS NOTES			
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6) 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 [19] PFM - Performance Mgmt Planning Eval Form - 018597 - Berry, Elizabeth Malphrus - 8/1/2022 - 6/30/2023 9/22/2022		
Drag a column header here to group by that column.	Tems: 1/		
DOCUMENT NAME	Staff Performance Management Planning and Evaluation Form		
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[15] PFM - Performance Mgmt Planning Eval Form - 018597 - Berry, Elizabeth Malph [19] PFM - Performance Mgmt Planning Eval Form - 018597 - Berry, Elizabeth Malph	UNIVERSITY		
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[12] PFM - Performance Mgmt Planning Eval Form - 018597 - Berry, Elizabeth Malph			
2	Employee ID * Record # 018597 0 Employee's Legal Name Preferred Name Berry, Elizabeth Malphrus Planning Training2		