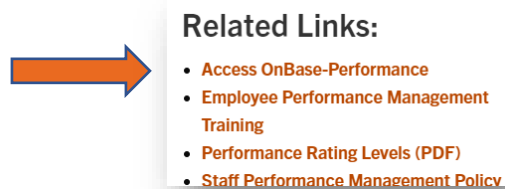
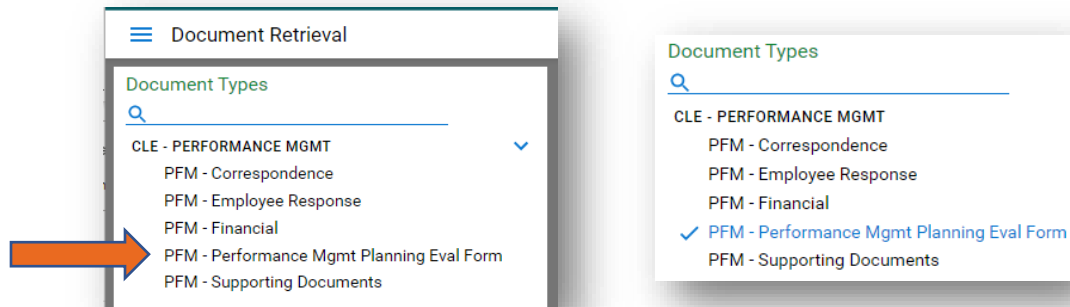


Quick Reference: OnBase-Performance How to View Forms as Reviewer

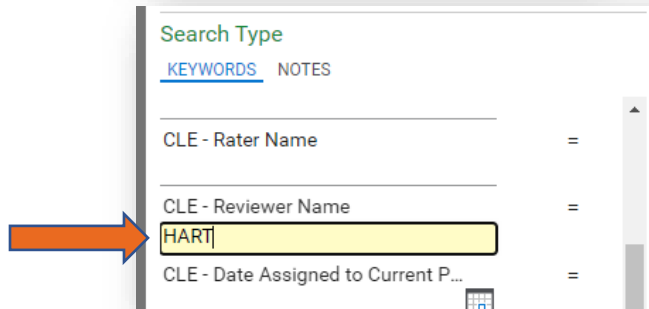
- 1) Click a link below to navigate to Clemson HR's Staff Performance Management Process
Employees: <https://www.clemson.edu/human-resources/current-employees/performance/staff.html>
Supervisors: <https://www.clemson.edu/human-resources/supervisors/managing-performance/staff.html>
- 2) Under Related 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) Scroll down to find "CLE – Reviewer Name" and enter your username.



- 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.

