

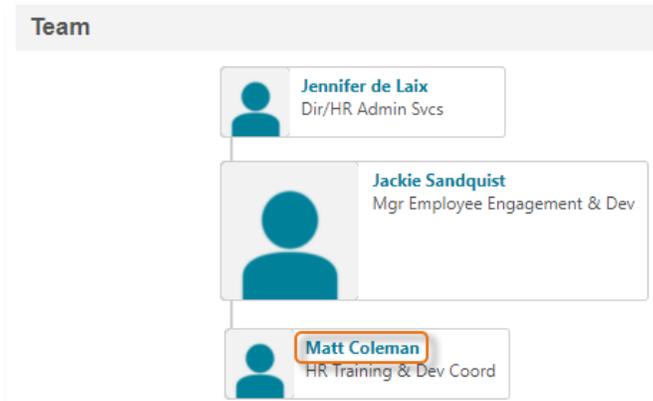
Reviewing Performance Assessment Attachments

Note: To learn more about the review process for each employment class please visit the [Performance Assessment at Portland Community College website](#).

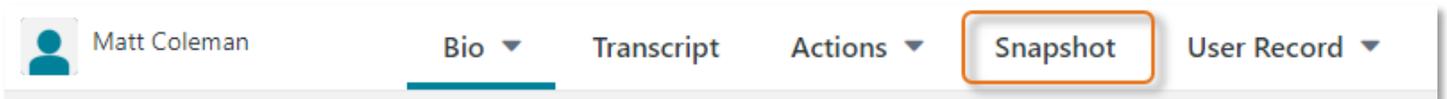
To view the performance assessment attachments for your staff and faculty, scroll down to the bottom of the MyCareer@PCC Welcome Page and select “View Team” from the “Manager Functions” section.



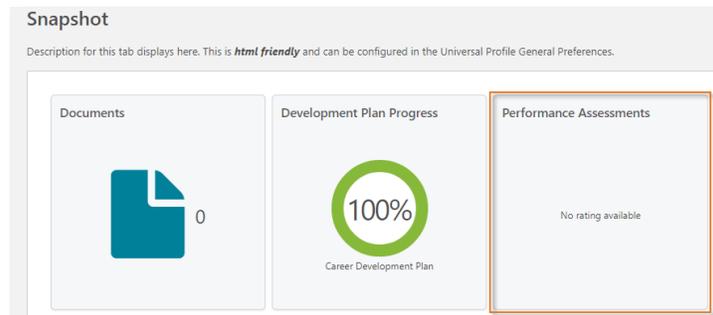
On the resulting page, select the direct report you would like to review.



From your Direct Report's profile page, select “Snapshot” at the top of the screen to open their Snapshot page.



From the Snapshot page, click on the “Performance Assessments” box.

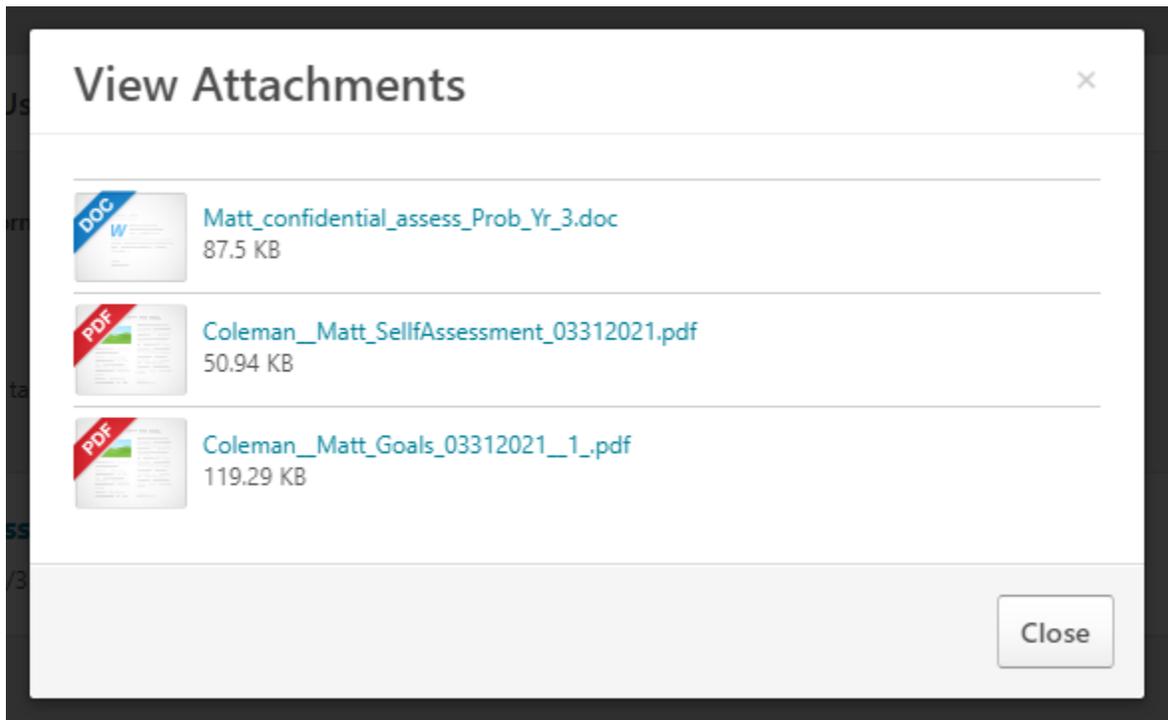


Locate the assessment you would like to review, open the dropdown menu and select “View Attachments” from the list.



The screenshot shows the 'Performance Assessments' section of a software interface. At the top right is a 'View Team' button. Below it, there's a 'Sort By: Due Date' dropdown and a checked checkbox for 'Display completed tasks'. The main content area displays an assessment titled 'Exempt Confidential Probationary Assessment - 3rd Year (3 Managers)'. Below the title, it lists 'Status: Completed', 'Review Period: 4/1/2020 - 3/31/2021', 'Start Date: 2/8/2021', 'Due Date: 3/31/2021', and 'Completion Date: 2/12/2021'. A dropdown menu is open on the right side of this assessment entry, showing three options: 'Print Review - Manager Version', 'Print Review - Reviewee Version', and 'View Attachments'. The 'View Attachments' option is highlighted with an orange border and a mouse cursor is pointing at it.

From the resulting popup modal, click on the attachment you would like to review.



The screenshot shows a 'View Attachments' modal window. The title bar says 'View Attachments' with a close button (X) on the right. The modal contains a list of three attachments, each with a file icon, a filename, and a size:

-  **Matt_confidential_assess_Prob_Yr_3.doc**
87.5 KB
-  **Coleman_Matt_SelfAssessment_03312021.pdf**
50.94 KB
-  **Coleman_Matt_Goals_03312021__1_.pdf**
119.29 KB

At the bottom right of the modal is a 'Close' button.

This will open the attachment in a new tab.