1.0 SCOPE

1.1 This document describes the **enhanced** process to print the RCSD Composite Score or RCSD Overall Rating Summary page. This was not shared at the initial training, but created in response to requests made during the initial training.

2.0 PROCEDURE

2.1 Log in and Navigate to the Current Performance Documents page. Navigation: **Manager Self-Service > Performance Management > Performance Documents > Current Documents.**

2.2 Click on the document type link for the employee whose summary page needs to be printed.

2.3 Scroll to the bottom of the page and click on the appropriate link, such as the RCSD Composite Score or RCSD Overall Rating link, to display the summary page.

ORACLE

Favorites | Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

RCSD Composite Score

Document ID:	4121
Evaluatee:	Thomas Teacher
Empl ID:	9913004
Review Held Date:	
Acknowledge Review Date:	
RCSD Performance Score:	58.00 Effective
RCSD Local Score:	0.00
RCSD State Score:	0.00
RCSD Composite Score:	0.00

Employee Acknowledge Final Evaluation

☐ I do Agree with the rating above.

☐ I do not Agree with the rating above.

Print Employee Name	Signature	Date

Return

2.4 Note the Print 🖨 icon that has been added to the bottom of the page. Click the Print 🖨 icon to print the Composite or Overall evaluation summary page. The Composite page is a PDF document which will appear in a new window, as shown below.

RCSD Composite Score
Manager Evaluation

Thomas Teacher, Tchr-Elem 1-3
RTA, 09/01/201 - 06/30/2012

Employee Data	
Document ID :	4121
Evaluatee :	Thomas Teacher
Empl ID :	9913004
Review Held Date :	
Acknowledge Review Date :	
RCSD Performance Score :	58 Effective
RCSD Local Score :	0
RCSD State Score :	0
RCSD Composite Score :	0

Employee Acknowledge Final Evaluation	
I agree with the rating above:	YES / NO
Print Employee Name:	
Signature:	
Date:	

2.5 Move your cursor to the bottom of the page or hover near the bottom of the page until the Adobe menu bar appears.

2.6 Click on the Printer icon to print the PDF summary page.

2.7 Close or X-Out of the window that was opened to display the summary page. This will return you to the Performance Document.

*** End of Job Aid ***