

Miami-Dade County

View Evaluations - DPR Job Aid

Version 1.0



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PURPOSE

Purpose

This document explains the key activities involved in viewing evaluations countywide. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity. The Department Personnel Representative (DPR) can view evaluations for employees throughout Miami-Dade County. The DPR can manage, create and make changes to evaluations within the DPR's own Business Unit.



VIEW EVALUATIONS- DPR

Step	Action
1.	Navigate to Menu > Navigator > Human Capital Management (HCM) > Workforce Development > Performance Management > Performance Documents > View Documents
2.	Select the Search button.



Step	Action
3.	Select the employee's name to view the evaluation.
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