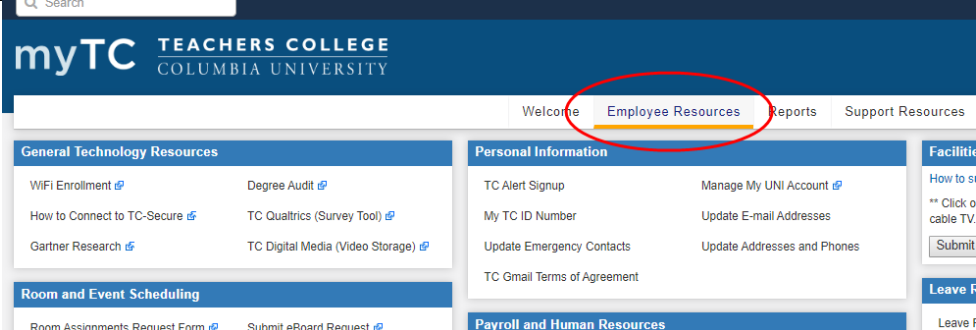
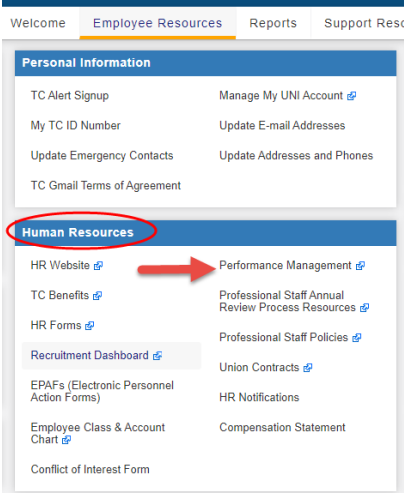


**Stage 8 – Employee Confirmation**

This is the final stage in the process:



In this stage, the employee is able to review all final comments on each item throughout each of the tabs.

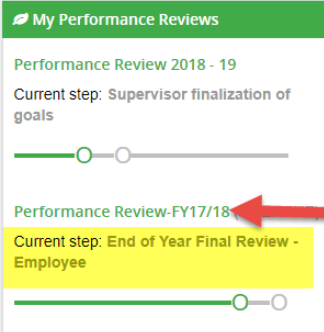
| What you need to do  | What you will see   |
|--|---|
| <p><b>STEP 1:</b><br/>           How to access the Performance Module</p> <p>Log into myTC and select <b>Employee Resources</b>.</p> |  |
| <p><b>STEP 2:</b></p> <p>Navigate to the <b>Human Resources</b> section and click the <b>Performance Management</b> link</p>         |  |

**STEP 3:**

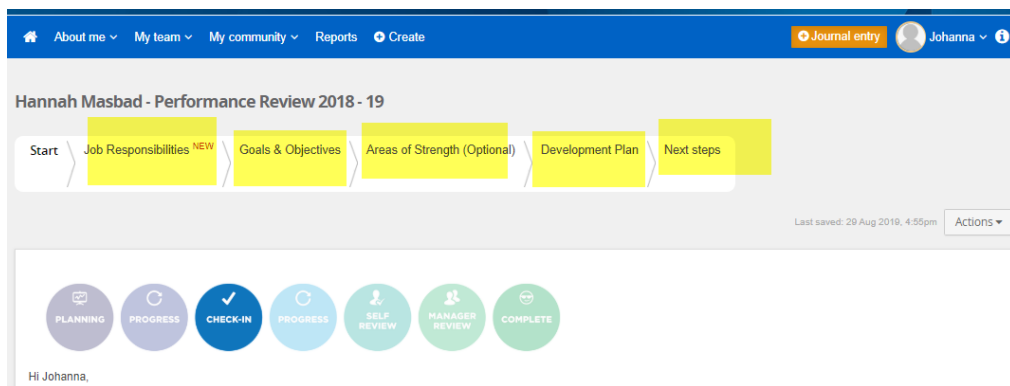
This is your Performance Module home page.

From the **My Performance Reviews** box, the most current performance review

Welcome Emma, you are logged in




You will be taken to the tabular view again of your performance review. You can review manager's comments throughout each section.

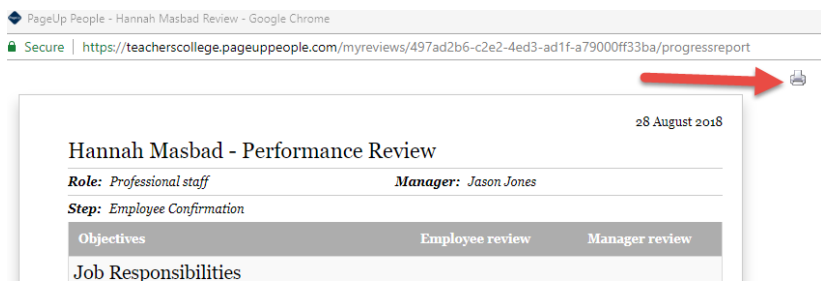
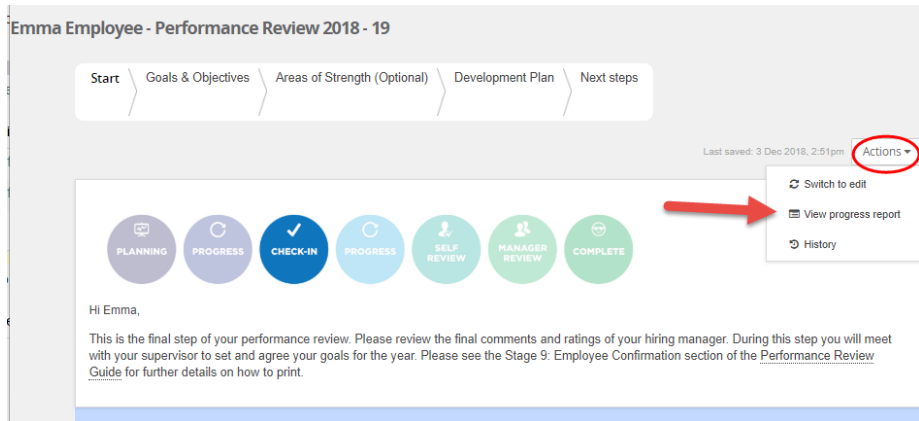


**STEP 4 (optional): Print Performance Review Progress Report**

Navigate to the **Actions** menu on the right side.

Select **View progress report**

Your performance review will be reformatted to a printer-friendly version. You can hit the  icon, to print it



**STEP 5:**  
**Final confirmation**

Select **Go on to next step** to move the performance review to Complete.

You have now completed your performance review!

Your next step: Complete

