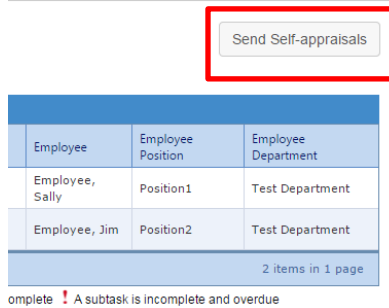
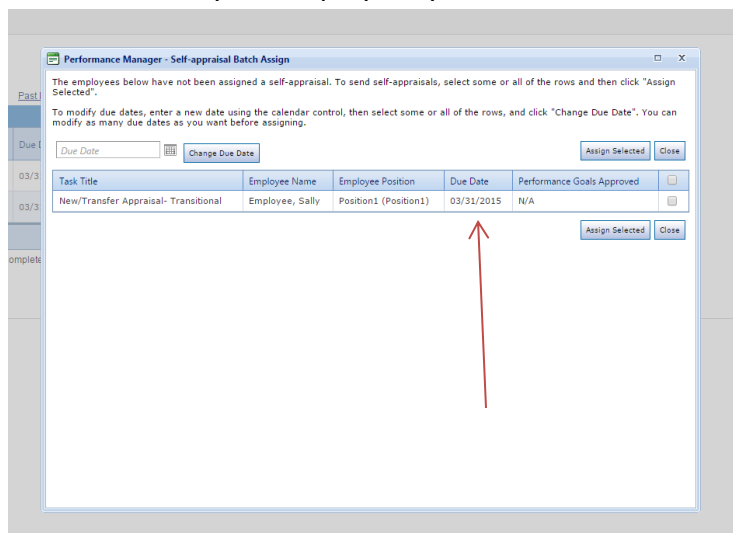


Supervisor Step-by-Step---Sending Self-Appraisals

1. Login in to Performance Manager through HealthCare Source website
<https://pfm.healthcaresource.com/performance/login.aspx?c=douglascountywi>
(See “Supervisor Login and Self- Appraisal Access” for additional login assistance)
2. Click on “Send Self-Appraisals” located above the task bar



3. Select which of your employees you would like to send appraisals to (usually all at once)



4. You may also choose a due date for when you would like evaluations to be returned to you as a supervisor. (Entering a closer date than the established deadline allows for time to review employee evaluations and have one-on-one discussions) After the date is chosen by clicking “Change Due Date” it will change for the selected employees under the “Due Date” title. You may now send evaluations by clicking “Assign Selected”
5. Your employees will receive an email from performancemanager@healthcaresource.com (NOT from Douglas County), It is important that this email is not ignored or deleted as junk mail. The subject line will be titled with a relation to **Performance Manager**.
6. You may begin to complete supervisor appraisals simultaneously while your employees