STEP 1
From the Home Dashboard, click on the timeline icon in the upper right hand corner. You will see a list of all tasks and upcoming classes. Navigate to the performance task and then click “Go” on the right hand side.

STEP 2
To start entering your expectations, click on the “Expectations” tab. Scroll down to and click on the “+Add” to start.
**STEP 3**

There are 2 required fields that you must enter. The expectation title and the description. You also have the ability to enter a start date, end date, and percent complete. The required fields have red asterisks next to them. Click “+Add” to continue adding expectations.

**STEP 4**

Once you are finished on the expectations tab, click on the “University Tab” to review. Be sure to reference this page when documenting conversations between employee and manager.
STEP 5
Once you are ready, click “Send Forward” to move the performance review to the next step. This will send it to your manager for them to complete their part.

![Send Forward button highlighted](image)

STEP 6
You will get a pop up asking if you are sure you want to submit this. Click “Yes” and the form will be sent to the next step.

![Confirm pop up](image)