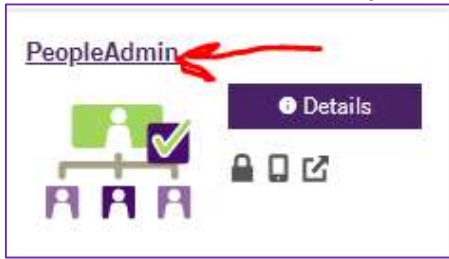


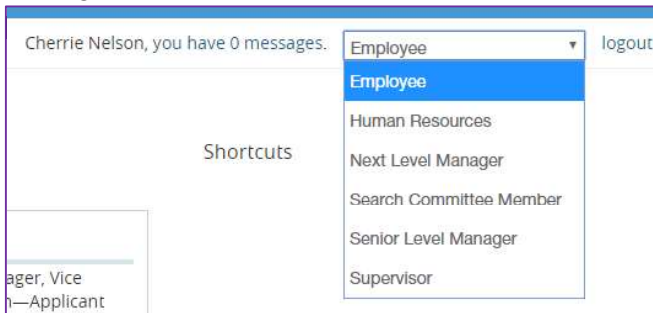
# NEW! Performance Review and Enrichment Program (PREP)

## How to Access the New PREP Process: *Quick Start Guide*

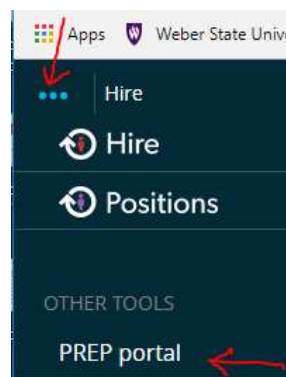
1. Log into eWeber and search for the 'PeopleAdmin' App. Add it as a Favorite or just click on the link.



2. In People Admin, choose how you will enter the system. Look for your name, displayed on the upper right side of the screen. Find and use the drop-down box to the right and make your selection i.e., employee, supervisor, or next level manager.

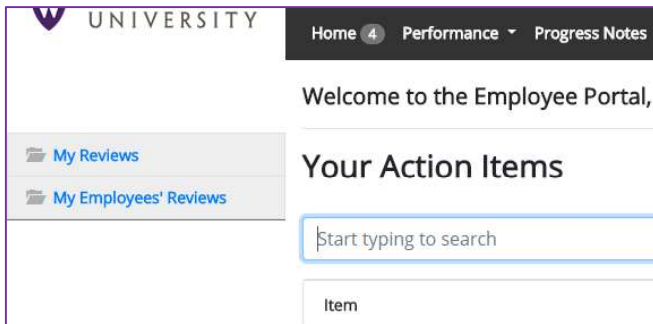


3. Next, click on the blue dots in the left-top corner.



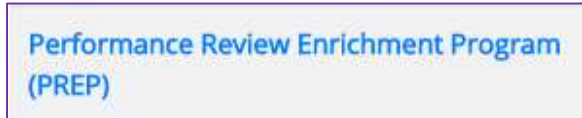
Then click on PREP portal.

4. You're in! 'Your Action Items' are listed.



5. You can either click on one of your 'Action Items' or go to 'My Reviews.' If you're a supervisor, you can also go to 'My Employees' Reviews.'

6. Under 'My Reviews,' you will have a hyperlink to take you to your 'Action Item.' Instructions are included for each step.



7. The new PREP process has 7 steps, unless your Division made slight modifications.

Task	
1	Supervisor Reviews Job Description/Creat Objectives
2	Employee Acknowledges Plan
3	Self Evaluation
4	Supervisor Evaluation
5	Next Level Supervisor Approval
6	Discuss/Share Review with Employee
7	Employee Acknowledges Evaluation

An orange box means a task is open and a green box means it's been completed (this happens automatically).

