

Acknowledging the PY2023-24 Anytime Document

This is an overview of the steps for employee to acknowledge their Anytime Document in CV360 *after* receiving notification from manager.



Select the **Me** tab from the CV360 Landing Page.



Select the **Career and Performance** tile from the Apps Area.



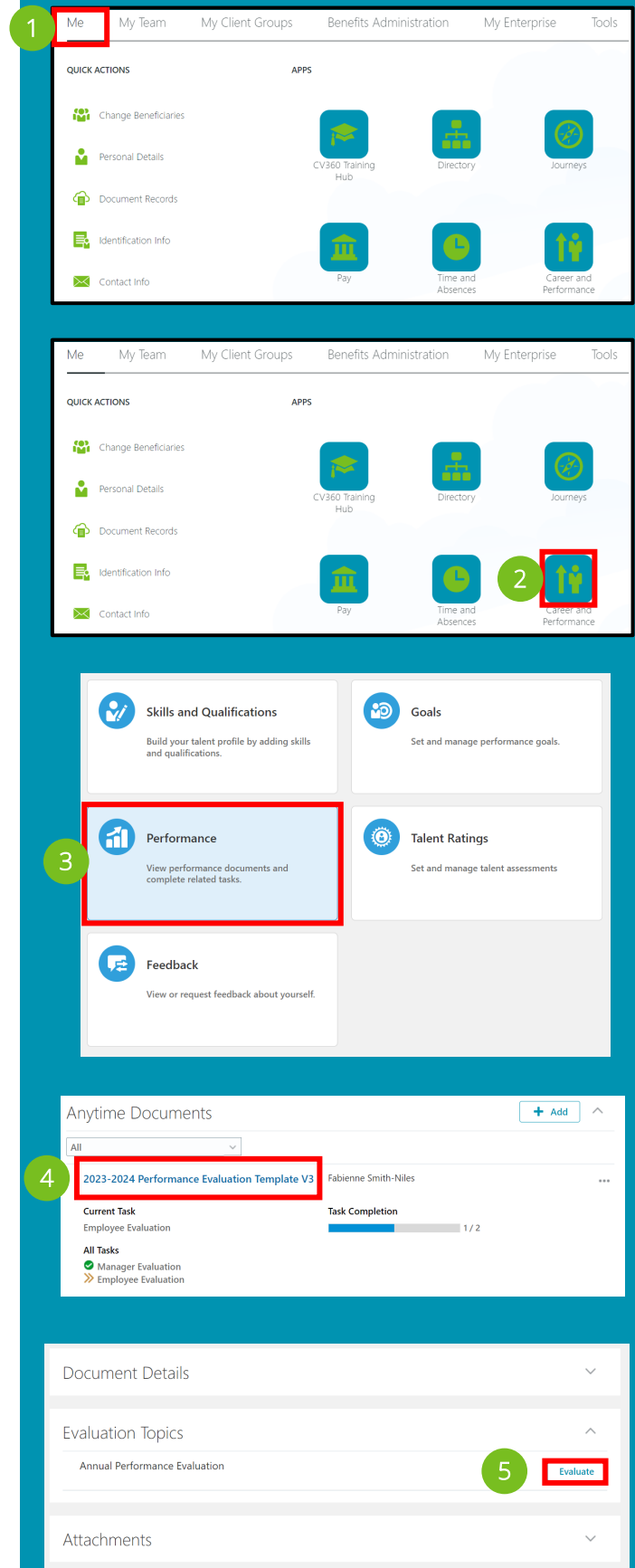
Select the **Performance** card.



Select the **Anytime Document**.



Select **Evaluate**.



1 Me My Team My Client Groups Benefits Administration My Enterprise Tools

QUICK ACTIONS APPS

Change Beneficiaries CV360 Training Hub Directory Journeys

Personal Details

Document Records

Identification Info Pay Time and Absences Career and Performance

Contact Info

2 Career and Performance

3 Performance

Skills and Qualifications Build your talent profile by adding skills and qualifications.

Goals Set and manage performance goals.

Performance View performance documents and complete related tasks.

Talent Ratings Set and manage talent assessments.

Feedback View or request feedback about yourself.

4 2023-2024 Performance Evaluation Template V3 Fabienne Smith-Niles

Anytime Documents + Add

All

Current Task Employee Evaluation Task Completion 1 / 2

All Tasks

Manager Evaluation

Employee Evaluation

5 Evaluate

Document Details

Evaluation Topics

Annual Performance Evaluation

Attachments

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6

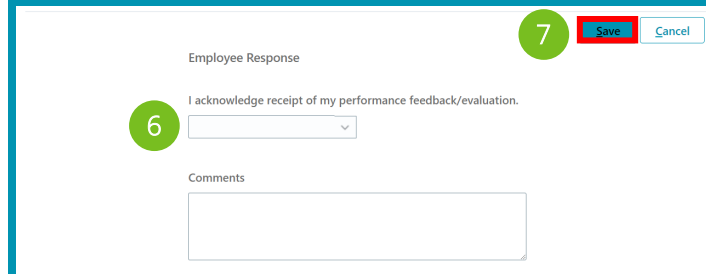
Select **Yes** from the dropdown.
Opting not to acknowledge does not prevent the performance evaluation process from being completed.

7

Select **Save**.

8

Select **Submit** when finished.



Employee Response

I acknowledge receipt of my performance feedback/evaluation.

6

Comments



Print Submit



WARNING!
After selecting **Submit**, the Anytime Document can no longer be edited!