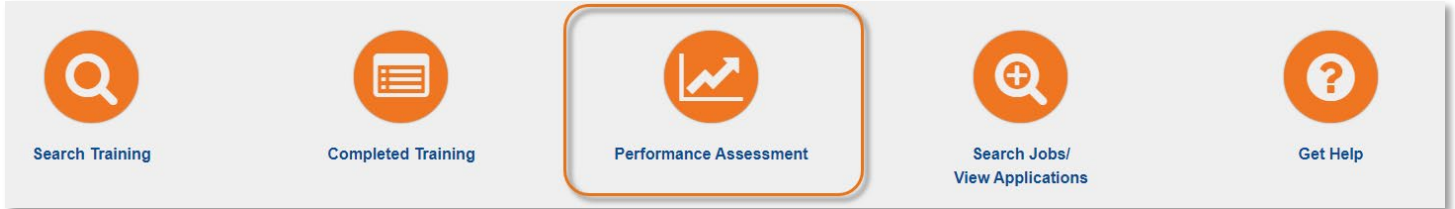# Performance Assessment Summary

> **Note:** To learn more about the review process for each employment class please visit the [Performance Assessment at Portland Community College website](#).

You can always review any active performance assessment tasks with a step assigned to you on the Performance Assessment Summary page. To view the summary, click the Performance Assessment button (📈) on the MyCareer@PCC Welcome Page.

There are two tabs on the Performance Assessment Summary page: My Assigned Reviews and My Personal Reviews.
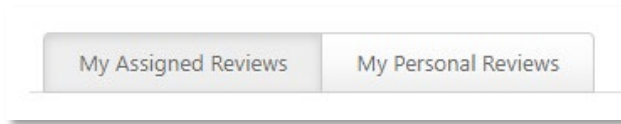
My Assigned Reviews

The **My Assigned Reviews** tab displays all of the assessments that are assigned to you, including assessments in which you complete a self review and in which you serve as a co-planner. Click the checkboxes next to each of the statuses you would like to review.

Steps assigned to you will be displayed in a table with a row for each step assignment.

Title	Description	Status	Start Date	Due Date
📖 Complete Employee Acknowledgment Step	This task is the 2021 Exempt Confidential Probationary Asses...	Completed	2/12/2021	3/17/2021
				(1 Result)

Possible assessment step statuses:

- **Not Started:** You have not started the performance review step
- **In Progress:** You have started the performance review step
- **Completed:** All sections are complete and you have submitted the step.
- **Past Due:** You have not completed all sections by the due date for your assigned step
- **Expired:** The task due date is past and the task has expired

If the step is in a status of **Not Started**, **In Progress** or **Past Due**, click on the **Title** of the step assigned to you. On the resulting page, follow the instructions for completing the assessment step and submit the step.

If the task is in a status of **Completed**, click on the **Title** of the step to download a PDF summary of the assessment task.

If the task is in a status of **Expired,** you <u>must</u> reach out to Employee Relations at EmployeeAssessmentHelp@pcc.edu to extend the task dates so the assessment can be completed.

My Personal Reviews

The **My Personal Reviews** tab displays all of the assessments in which you are the assessed. The assessments are displayed in reverse chronological order by review period start date. You can view the assessment documents by clicking the paperclip icon (📎) in the **Attachments** column.

Review ▲	Review Period	Start Date	Completion Date	Task Status	Rating	Attachments
Exempt Confidential Probationary Assessment - 3rd Year (3 Managers)	4/1/2020 - 3/31/2021	2/8/2021	2/12/2021	Complete	N/A	📎