Reviewing Performance Assessment Attachments

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

To view the performance assessment attachments for your staff and faculty, scroll down to the bottom of the MyCareer@PCC Welcome Page and select "View Team" from the "Manager Functions" section.

On the resulting page, select the direct report you would like to review.
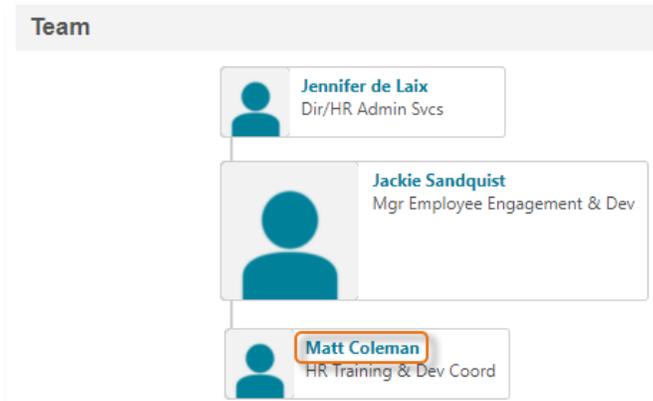
From your Direct Report's profile page, select "Snapshot" at the top of the screen to open their Snapshot page.
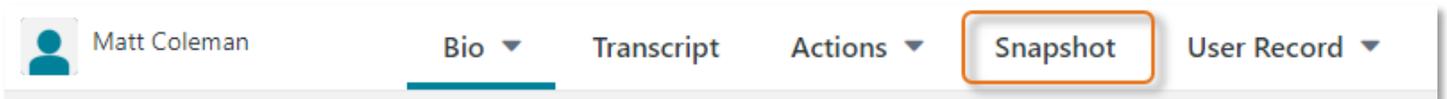
From the Snapshot page, click on the "Performance Assessments" box.
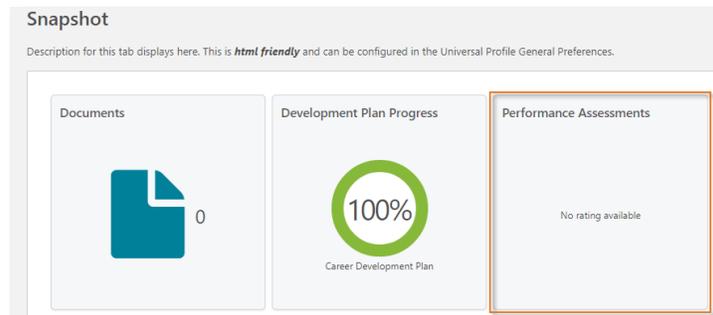
Locate the assessment you would like to review, open the dropdown menu and select "View Attachments" from the list.

From the resulting popup modal, click on the attachment you would like to review.
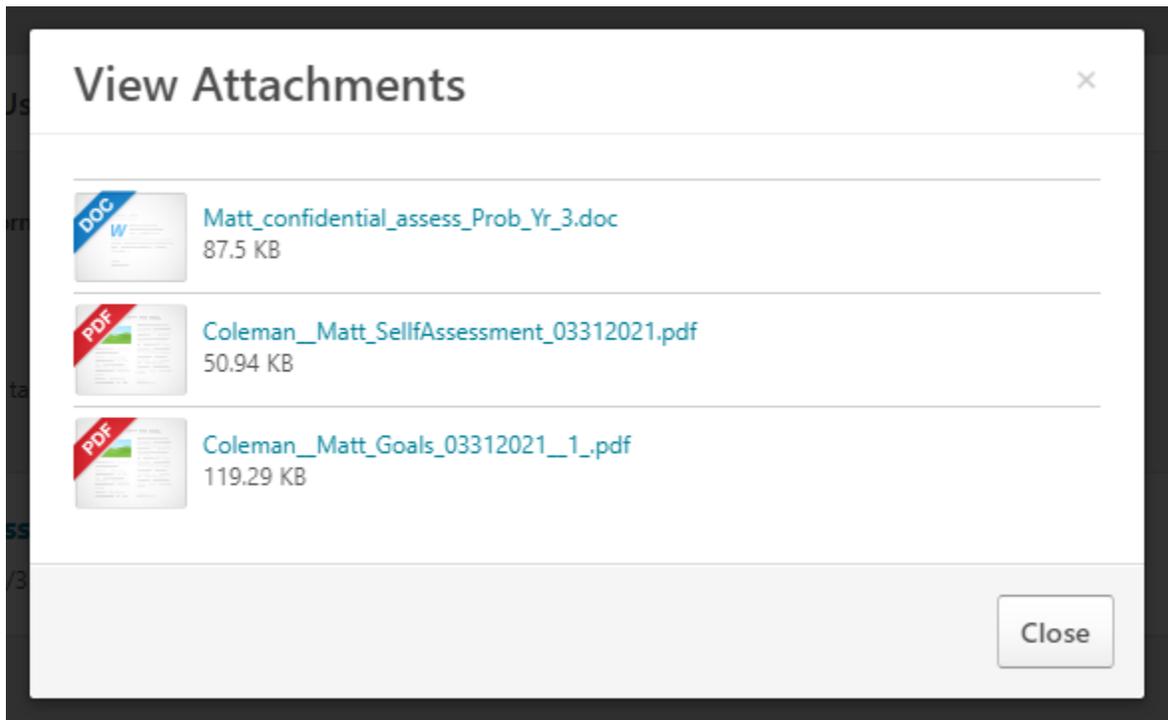
This will open the attachment in a new tab.