

Year End Appraisal – Progress Notes Guide for Employees

Log into [PeopleAdmin](#)

Progress Notes -can be used to note performance items throughout the appraisal period. This is another way to keep desk files. (Optional)

- You may use the Progress Notes function to track individual accomplishments, recognition or areas for improvement.
- You can share your note with your supervisor or keep it private. Your supervisor can also share notes with you. Either party can also upload a document to their progress note. This is a great way to keep “Desk Files” in one area and easily accessible.
- **To create a Progress Note:**
 - Once logged in click **‘Progress Notes’** at the top bar
 - Click the blue **‘Create Progress Note’** button on the right.
 - The Progress Note window will pop up, **enter Progress note information as prompted (skipping the Programs field section) select yourself as the employee to make a note on yourself.**
 - **To Share:** click the **‘Share this Progress Note’** arrow to make your note viewable by the supervisor (arrow box will turn blue).
 - **To Keep private:** Do NOT click the **‘Share this Progress Note’** arrow, the note will NOT be viewable by your supervisor (arrow box will remain white).
 - To add any necessary documentation to the progress note click **‘Attachment’**. If you click the **‘Attachment’** you’ll be prompted to upload the document from your computer.
 - Once your progress note is complete click the **‘Create’** button to save the progress note.
 - A green confirmation will appear at the top of your page, confirming the note (by title) was saved. Then a running list of any progress notes will populate, if applicable.

Please contact the Human Resources Office at (989)686-9107 if you have questions regarding this process