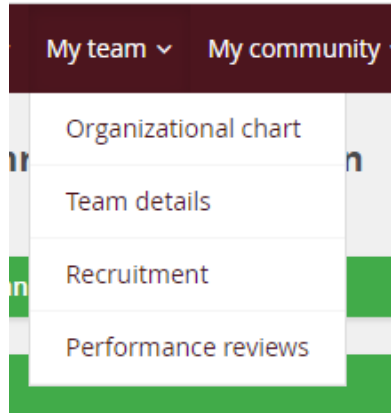


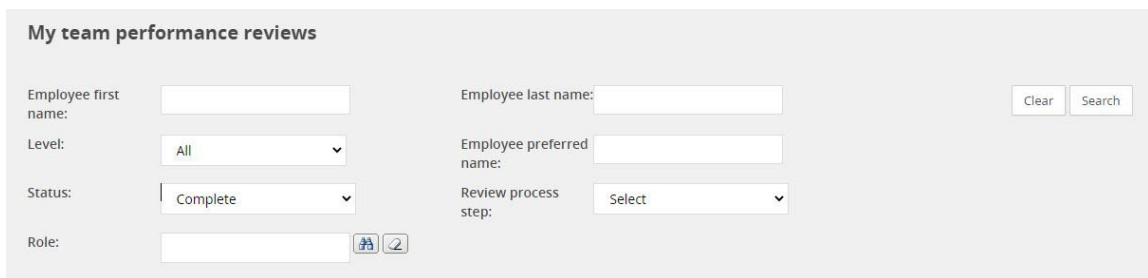
Help! I can't find my employee's completed *Employee Awareness Profile*!

If you have reviewed and acknowledged your employee's *Employee Awareness Profile*, it will now appear under your **My team** tab instead of the homepage. To review your employee's completed *Employee Awareness Profile*, please follow these steps:

1. **Step One:** At the top of the screen, locate and hover over the **My team** tab. A drop-down menu will appear. Click **Performance reviews** in the My team drop-down menu.



2. **Step Two:** A list of your employees will appear. There are search fields at the top of the screen. Locate the **Status** field, select **Complete** from the drop-down menu, then click **Search**. A list of all the completed *Employee Awareness Profiles* and *Annual Performance Management* processes will appear.

A screenshot of a search form titled 'My team performance reviews'. The form contains several input fields and dropdown menus. On the left side, there are fields for 'Employee first name:', 'Level:' (with a dropdown menu showing 'All'), 'Status:' (with a dropdown menu showing 'Complete'), and 'Role:'. On the right side, there are fields for 'Employee last name:', 'Employee preferred name:', and 'Review process step:' (with a dropdown menu showing 'Select'). At the bottom right of the form, there are two buttons: 'Clear' and 'Search'.

3. **Step Three:** Locate the *Employee Awareness Profile* you are looking for from the list. Each employee will have a drop-down menu associated with their Profile ("I want to..."). In the drop-down of "I want to...", select **View progress report** and a new window with the report will open.

