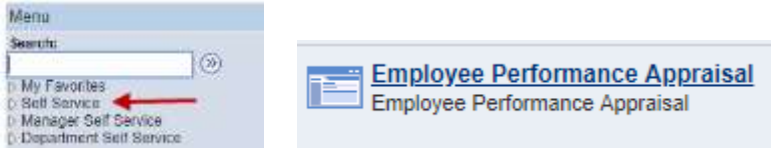


Performance Appraisal Tracking Tool in LOUIE – Employee View

As a classified staff, service professional or post-doctoral scholar employee, you can now view your current performance appraisal completion information.

- Log in to [LOUIE](#) and navigate to **Self Service > Employee Performance Appraisal**



Here you see your last appraisal entry: The Last Review Type will either be an Annual Supervisor appraisal or a Probationary appraisal. The Last Review Date is the date you signed the appraisal. The Review Period From and To Dates reflect the timeframe covered by the last appraisal. You'll see the rating you received, as well as, the date that the next appraisal is due (Next Review Date - highlighted in green). The current supervisor responsible to write your appraisal is also listed. Note: if you are a newer employee who has not yet had an appraisal at NAU, you will only see the Next Review Date.

The screenshot shows the 'My Performance Appraisal' page for user 1234567, Chadwick Boseman, Actor. It displays a table of appraisal entries. The 'Last Review Date' (09/21/2017) and 'Next Review Date' (09/30/2018) are highlighted in red boxes. The 'Last Rating' is 'Exceptional Performance' and the 'Supervisor' is 'Downey Jr, Robert'. The 'Next Review Date' is highlighted in green. The page also shows a search bar, a 'Personalize' button, and a 'Find' button.

Department ID	Department Name	VP Area	Last Review Type	Last Review Date	Review Period From Date	Review Period To Date	Last Rating	Next Review Date	Reports To Position	Supervisor	Supervisor's Email Address
1 30600	Avengers	Executive Vice President	Annual-Su	09/21/2017	07/01/2016	06/30/201	Exceptional Performance	09/30/2018	0000365	Downey Jr, Robert	Employee@nau.edu

Appraisals are entered into the system as they come into HR. However, depending on the time of year and the volume, the time to complete the entry can fluctuate. To let you know how caught up data entry is (and, therefore, how up-to-date the tracking tool information is), the date field highlighted below will be updated as entry is completed.

The screenshot shows the 'My Performance Appraisal' page for user 1234567, Chadwick Boseman, Actor. The 'This information reflects the entry of all appraisals received in Human Resources as of' date field is highlighted in yellow, showing '10/04/2018'.

If you find there is information you believe is incorrect or missing, please email [HR Performance Appraisals](#). Please be sure to provide your name, employee ID and what you believe to be incorrect.