

How to view Employee Development Plan on Performance Evaluations

Guidance for Employees:

1. Access your PE history by going to the PE Employee Portal <https://staffevals.ucsf.edu/> (You will be asked to log into MyAccess if you are not already.)
2. Click “View your PE history.”

Employee Portal

Welcome to the Staff Performance Evaluation (PE) Portal! You do not have an active Performance Evaluation to complete. If you believe this to be an error, please contact your supervisor.

[View your PE History](#) (Note: only PEs completed in this portal are available)

3. From that page you can access the PDF of the previously submitted PE by clicking on “PDF”.

Name	Period	Rating	Date Submitted	Additional Info
[REDACTED]	01/01/17 - 12/31/17	[REDACTED]	[REDACTED]	SA PDF

4. On this PDF, you can scroll down to the Employee Development Plan section to see what you submitted during PE season (if anything).

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Guidance for Supervisors and Unit managers (and Manager delegates):

1. Log into the PE Employee Portal <https://staffevals.ucsf.edu/> (You will be asked to log into MyAccess if you are not already.)
2. You can access your employees' historical PEs from their respective dashboards by clicking on the "History" link under each employee's name.

Name	Code	Supervisor (Additional Reviewers)	Status	Meeting	Period	Available Actions
<input type="checkbox"/> [Redacted] View: History	[Redacted]	[Redacted]	FINALIZED ✓ ✓ ✓ ✓ ✓	Y	01/01/17 - 12/31/17	Start New Cycle

3. Resume from Step 3. on previous page.