

Employee Home Page Quick Guide

Main Menu:

Access to My Performance (past performance assessments, goals, development activities).

Home Button

Process Status

Your Current Tasks:

Shows both active and not ready yet

Links to Information & Help Resources

The screenshot shows the top navigation bar with the University of Toronto logo and a user profile icon labeled 'KZ'. Below the navigation bar is a 'Tasks (2)' section containing two task cards. The first card is dated 4/25/2018 and titled 'Employee writes own Activity Report'. The second card is dated 7/13/2018 and titled 'Employee adds final comments'. Both cards are part of the 'TEST - Performance Assessment Process' and have a 'Not ready' status. A 'Help' section is located below the tasks, listing resources such as 'Home Page Quick Guide', 'How to Save & Print Forms', 'Halogen Navigational Video', and 'PM & Confidential Performance Assessment'. Annotations include a pink circle around the main menu icon, a black circle around the home button, a pink circle around the process status icon, a pink box around the tasks section, and a black box around the help section.

UNIVERSITY OF TORONTO

KZ

Tasks (2) | All Tasks List | ⚙️

Date	Task Description	Process	Status
4/25/2018	Employee writes own Activity Report	TEST - Performance Assessment Process	Not ready
7/13/2018	Employee adds final comments	TEST - Performance Assessment Process	Not ready

Help

- Home Page Quick Guide
- How to Save & Print Forms
- Halogen Navigational Video
- PM & Confidential Performance Assessment