

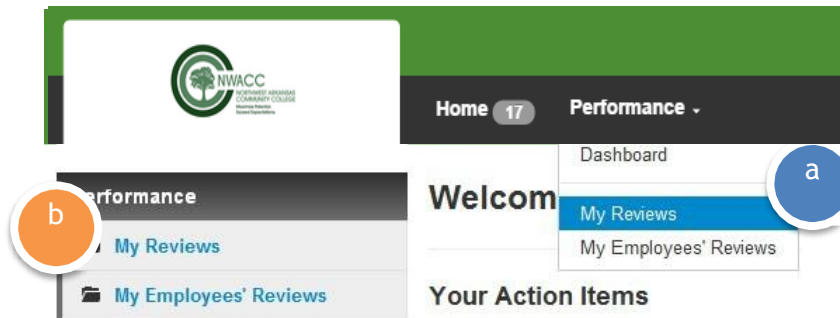
Progress notes can be added by both the employee and supervisor throughout the year to keep track of meetings, projects and accomplishments. These can serve as useful references when preparing the Self- Assessment and Performance Evaluation. Progress notes are confidential and can only be viewed by the individual who enters the progress note.

Notes:

- a) Progress Notes are not considered part of the official personnel file; however, they are subject to open records request.
- b) Once a progress note is created it is not editable. Users may create and delete progress notes, but not edit a progress note once created.

Document Progress Notes

1. To access progress notes as an employee or supervisor
 - a. Click on the **Performance** tab, which is located at the top of the Home page to the right of the Home tab, and then click **My Reviews** (to enter a note as an employee) or **My Employees' Reviews** (to enter a note as a supervisor for an employee), or
 - b. Click on **My Reviews** or **My Employees' Reviews** located on the left navigation pane.



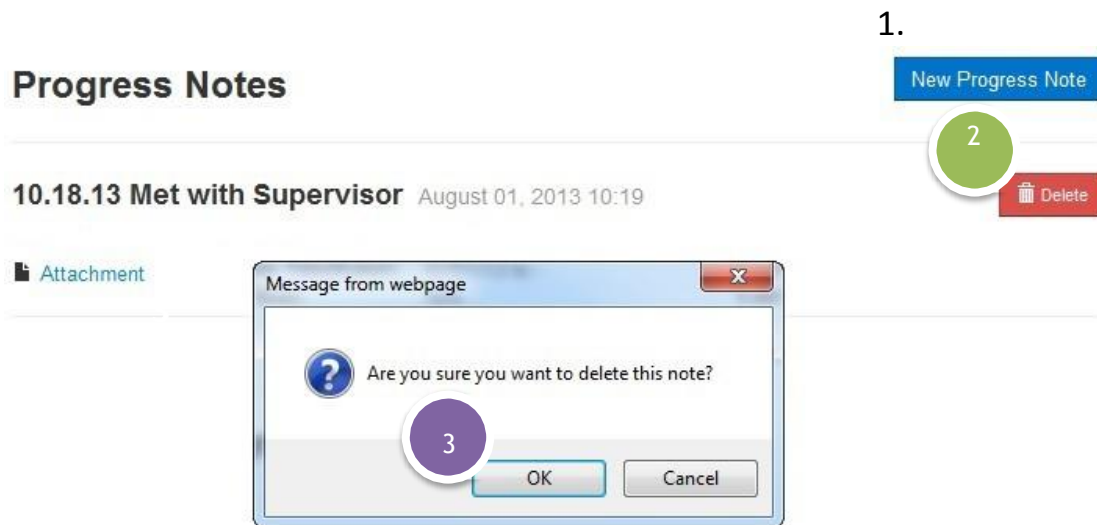
2. This takes you to the **My Reviews/My Employees' Reviews** page. If accessing as an employee, click on the **View Review** button located on the right of the page. If entering a note as a supervisor for an employee, click on the **View Review** button for the employee you want to enter a progress note for.
3. Click on the **Progress Notes** icon or **Progress Notes** link on the left navigation pane.
4. This takes you to the **Progress Notes** page. Enter a **Title** for the progress note.
5. Enter the text for the progress note in the **Note** field.
6. If desired, you may attach documents, as follows:
 - a. Click the **Add attachment** button
 - b. Enter a name for the attachment into the **Document Name** field
 - c. Click on the **Browse...** Button, search for the attachment, and select the attachment.
 - d. Click on the **Open** button.
7. Finally, click on the **Save** button. Your progress note is now saved.

Deleting Progress Notes

1. Hover your mouse over the Progress Note that you want to delete.
2. A delete button appears at the right side of the Progress Note. Click **Delete**.
3. A popup message appears asking if you are sure you want to delete this note.

Click the **OK** button on the popup window. Your Progress Note is now deleted.

1.



The screenshot shows a web interface titled "Progress Notes". On the right side, there is a blue button labeled "New Progress Note". Below it, a green circle with the number "2" highlights a red "Delete" button with a trash icon. The main content area shows a progress note titled "10.18.13 Met with Supervisor" dated "August 01, 2013 10:19". Below the note, there is an "Attachment" section. A "Message from webpage" dialog box is open, displaying a question mark icon and the text "Are you sure you want to delete this note?". A purple circle with the number "3" highlights the "OK" button in the dialog. The "Cancel" button is also visible.

Additional Information

For additional information, please visit <https://www.nwacc.edu/web/personnel/employee-evaluations>. If you have additional questions or need assistance, email evaluations@nwacc.edu.