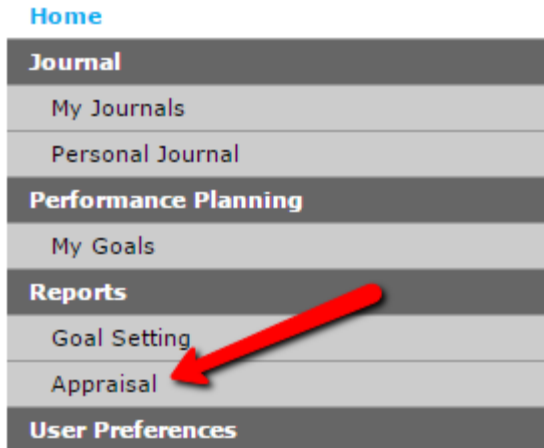


## HOW TO SAVE AND PRINT YOUR COMPLETED ANNUAL REVIEW FORM IN SILKROAD PERFORMANCE

Your annual review form for the current or previous years may be viewed and printed from SilkRoad Performance. To view your annual review form:

1. Log into [SilkRoad Performance](#).
2. Under Reports (in the left menu), click “appraisal.”



3. Under “Review Reports”, find the correct review year you want to view and click “Reports” next to the appropriate review.

### Review Reports

Review Period	Actions
2013-14 Staff myPDCA	<a href="#">Reports</a>
2014-2015 MyPDCA Annual Reviews	<a href="#">Reports</a>
2015-2016 MyPDCA Annual Review	<a href="#">Reports</a>

4. On the next screen, you will see the annual review you have selected (on the left) Click “Reports” again on this screen.

### Review Reports

Date Interval	Workflow	Launch Date	Completion Date	Actions
2015-2016 MyPDCA Annual Review	MyPDCA Workflow - Staff Annual Reviews (Due 8/31/2016)	6/27/2016	8/31/2016	<a href="#">Reports</a>

5. Under “Review Reports,” next to the supervisor’s name, click on “View.”

## Review

Review For	Review Period	Date Interval
Hodek, Lori L.	2021-2022 Staff Reviews	2021-2022 Staff Reviews

## Review Report

Author	Review Profile	Reviewer Role	Completed on	Action
Hodek, Lori L.	MyPDCA Annual Performance Review - Staff With Competencies	Self	6/1/2022	<a href="#">View</a>
Liebling, Mark D.	MyPDCA Annual Performance Review - Staff With Competencies	Direct Manager	7/19/2022	<a href="#">View</a>

## Meeting Report

Meeting Leader	Meeting Date	Action
Liebling, Mark D.	6/29/2022	<a href="#">View</a>

- [You should now see the final form with both the reviewer's and your comments.] Click "Download PDF" at the top of your screen..



## Appraisal Report

- [Your review will open in another window.] At the top left of the window, click the print button or File>Save as and save your document. Repeat these steps for all annual reviews you would like to save for your records.