



Progress Review Stage: Appraising Manager (Navigating the ACES Online Application)

The job aid is designed to provide instructions for completing the Progress Review Phase of the Commonwealth Performance Review cycle:

Technical Tips

- **Bookmark ACES Online:** Make sure to bookmark this page for quick access on your next visit. In Internet Explorer, click on **Add to Favorites** in the Menu bar, and then click on the **Add** button.
- **Spell Check:** To complete a spell check of the content entered on the form, click on the Spell Check icon located at top of form.

Step Actions to Update the ACES Online Performance Evaluation Form

1. Log into ACES Online:
(<https://performancemanager4.successfactors.com/login?company=MA&>)
2. Click to the **My Forms** tab.
3. Locate your Reporting Manager's (Direct Report) ACES form and click on the link to access the form.
4. Verify that the form is in the **Progress Review Phase**. The Progress Review phase box will have green backfill.



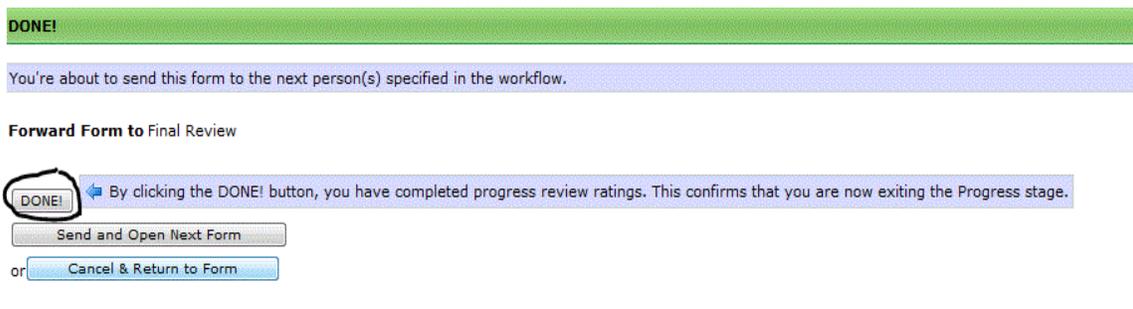
5. If the form is in the **Planning Phase**, click on the **“DONE”** button to move the form to **Progress Review Stage**.



6. Click on the **Manager Objectives** button in the Left Navigation bar.



7. Review the comments (if any) by your Reporting Manager in the **Progress Review Comments by Reporting Manager** field under each objective. Add comments to the **Progress Review Comments by Appraising Manager** section, if appropriate.
8. Select the appropriate rating for each objective from the **Progress Rating** dropdown. (Above Target, On Target, Below Target, or Not Applicable). For more information on [rating definitions](#), click on the link below:
9. Click on the **Progress Review Overall Rating and Comments** button in the Left Navigation bar.
10. Review the comments (if any) by your Reporting Manager. Enter comments in the **Progress Review Overall Comments** field.
11. Select the **Progress Review Overall Rating** from the drop down list. (Successful Performer, Satisfactory, or Below Expectations)
12. Click on save icon at top of form to **save** the entire form.
13. To complete the process, click on the **DONE** button located at the top of the form below the routing map, or at the bottom of the form.
14. A new window will open to an email notification message. Enter optional comments to include in the email notification to the Reporting Manager (your direct report). These comments will not appear on the form. The form will now move to **final review stage** where it remains until final reviews begins. The Reporting Manger will receive an email notification indicating that the Progress Review Stage has been completed.
15. Click on the **DONE** button to close the **Progress Review Stage**.



Click on **Cancel & Return to Form** button to cancel moving the form to **Final Review stage**.

16. **REMEMBER:** Schedule a one-on-one meeting with your reporting manager to discuss his/her progress review ratings.