



## **Creating an Electronic File of Performance Appraisals from ePraisal**

(Instructions for Internet Explorer)

1. Open your browser.
2. On the Mayo Clinic Intranet (Mayoweb) go to the “For You” page.
3. Log into “Employee Self Service.”
4. Open “ePraisal” under “Employee Self Service”.
5. Click “Main Menu”.
6. On the “Appraisal” tab click “View Historical Appraisal”.
7. Appraisals will display by Job Code, Supervisor Code, and Appraisal Due Date.
8. Click on “Appraisal Due Date” of choice.
9. Use Ctrl+A to select entire document and Ctrl+C to copy.
10. Open new Word document and use Ctrl+V to paste the ePraisal.
11. Click on “File”, “Save As”, and then choose the drive you wish to save the document in from the “Save in” dropdown.
12. In the “File name” field, input Performance Appraisal and the month and year of the appraisal (e.g., Performance Appraisal October 2004).
13. Click “Save”.