



Employee: How to Attach a Performance Appraisal to your Online Job Application

To create an electronic file of your performance appraisals in ePraisal you must be on Mayo Intranet.

Access Historical Appraisals and Save as a PDF:

1. Open your browser.
2. On the Mayo Clinic Intranet (Mayoweb) go to the **For You** page
3. Logon to **ePraisal**
4. or go to the **For You** page and log in to **Employee Self Service** and open **ePraisal**
5. Click **View Historical Appraisal**
6. Appraisals will display by Job Code, Supervisor Code, and Appraisal Due Date
7. Left-click on the appraisal date you wish to save (the appraisal opens)
8. Click on the **PDF icon**  in the upper left corner of the appraisal
9. A new window will open
10. Click on the **Save button**  on the tool bar
11. Within the **Save a Copy** window, use the **Save In:** dropdown to choose the drive letter or file where you wish to save the document. (Make sure you remember where you saved it)
12. In the **File Name** field: Give your file a name (i.e. 09ePraisal.pdf)
13. Click **Save**

Instructions to attach new file to online job profile:

1. Log on to the online job web site as a registered visitor using your User Name and Password
2. Click on the **WORK PREFERENCE** link at the top of the page
3. Locate the section **ATTACH ADDITIONAL DOCUMENTS** (at the bottom of the **WORK PREFERENCE** page)
4. Click the gray **ATTACH ADDITIONAL DOCUMENTS** button
5. In the new window that opens, type the name of your file in the box and click the **BROWSE** button
6. Locate the file you created on your system that you want to attach. Double click the file to enter path into Attachment page
7. Click the **ATTACH** button
8. When the file has been attached, click the **CLOSE WINDOW** button and you will be returned to the **WORK PREFERENCE** page
9. Click **SAVE AND APPLY LATER** or **APPLY NOW** at top of the page
10. Your electronic performance appraisal is now attached to your job application/profile

Resources

- [ePraisal Resources and Tools](#)
- Contact the Employee Service Center at (77)6-0440 with questions or technical problems.