

Navigating from the User's Home Page

The User's Home Page provides access to all functions available to the User based on his or her role/s (Rater, Reviewer, System Administrator, Agency Administrator, Delegate Rater, and/or Proxy). Home Page functionality includes clickable links on **action words** (*Develop/Update Performance Objectives, Create New Appraisals, View/Update Appraisals, etc.*) that navigate the User to other screens in PERforM where the selected action is completed.

The menu bar on the Home Page is populated based on the User's role/s. The screen print below shows what a Home Page would look like if a User had many designated roles. In this example, the User has menu items for Rater, Reviewer, and Agency Administrator roles.

The screenshot displays the PERforM Home Page interface. At the top is a navigation menu bar with the following items: Home, My Employees, My Reviews, System Administration, My Agency Admins, Proxy, Reports, Online Help, and Log Out. Below the menu bar, the page is titled "Home Page".

The page is organized into three main sections, each separated by a horizontal line:

- Raters**
 - My Employee List*
 - [View My Current Employees](#)
 - Performance Plans (Objectives)*
 - [Develop/Update Performance Objectives](#)
 - Performance Appraisals (Ratings and Annual Rating Exemptions)*
 - [Create New Appraisal](#)
 - [Update Incomplete Appraisals / Overturn Completed Appraisals](#)
 - [View Current Complete and Exempt Appraisals](#)
 - [View All Complete and Exempt Appraisals](#)
 - [View All Incomplete Appraisals](#)
 - [Search Appraisals](#)
- Reviewers**
 - My Employee Review List*
 - [View All Employees I Review/Approve](#)
 - Performance Plans (Objectives)*
 - [View Objectives of All Employees I Review](#)
 - Performance Appraisals (Ratings and Annual Rating Exemptions)*
 - [Review/Approve Pending Appraisals](#)
 - [View All Incomplete Appraisals](#)
 - [View All Appraisals Pending Employee Review](#)
 - [View All Complete and Exempt Appraisals](#)
- Agency Administrators**
 - [Agency Administration Home Page](#)