

## Supervisor Evaluation – Attachments

You may attach these types of documents as supporting material for your evaluation:

- Microsoft Word or similar word-processing (.doc, .docx)
- Microsoft Excel (.xls, .xlsx)
- PDF (.pdf)
- Graphics/Images (.jpeg, .png, .tif)

### Attachments



The screenshot shows a web application interface for adding attachments. At the top, there is a navigation menu with tabs for 'Introduction', 'Core Competencies', 'Job Duties', 'Employer Goals', 'Goal Accomplishments', and 'Attachments'. The 'Attachments' tab is currently selected. Below the navigation, there is a form with the following fields and controls:

- A text input field labeled '\* Name' with a 'New Attachment' button to its right.
- A larger text area labeled 'Description'.
- A 'File' label followed by a 'Browse...' button and a 'New Attachment' button.

Enter an appropriate and descriptive name for your attachment

Enter a brief description if desired

Click “Browse” to navigate to the intended file to attach

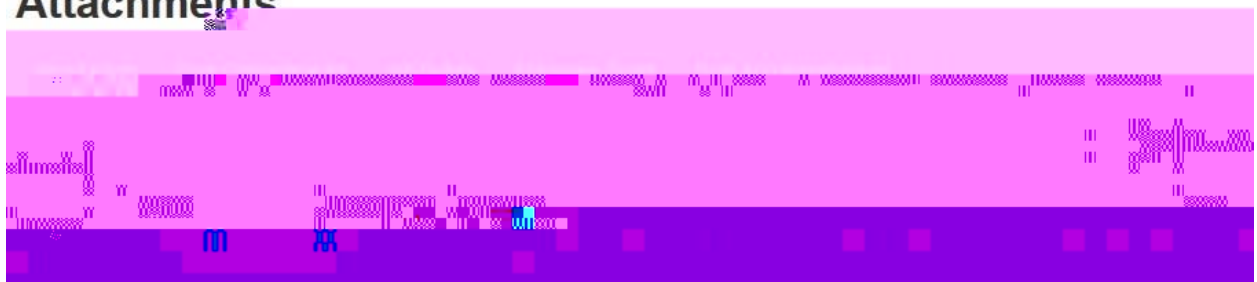
Click “Upload file” (This may take a few minutes depending on the size of the document and your connection speed)

Once your document is uploaded, it will be added to the attachments list as shown below:



To add another document, click New Attachment and complete the same process over again.

## Attachments



To remove an attachment, select the trash can icon next to the document's description.

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When you are finished uploading attachments, select the Goal Accomplishments tab.

## Attachments



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