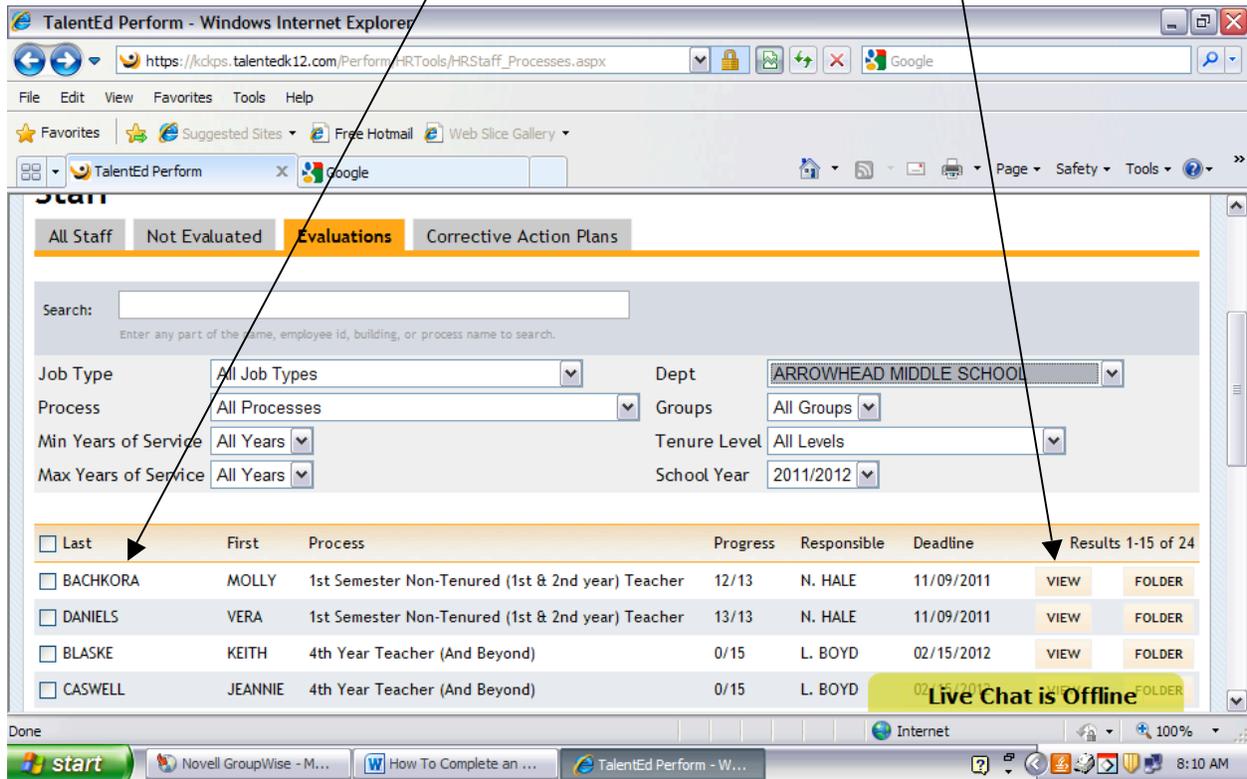# Completing an Evaluation Cycle in Talent Ed Perform

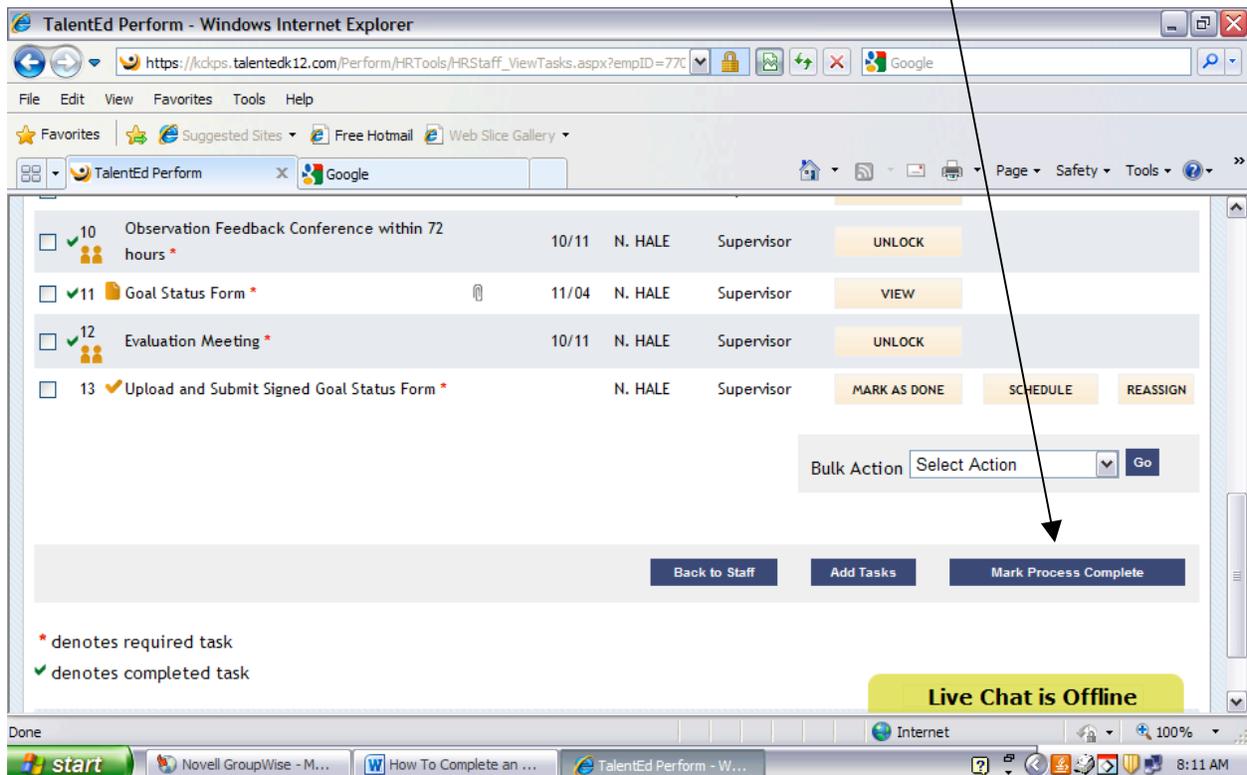**Step One:** Choose an employee from the evaluation tab and select view for that employee



**Step Two:** Scroll to lower right corner and choose button "Mark Process Complete."

Step Three:    The following screen will appear once the employee evaluation cycle has been completed.