This general guide contains instructions on how to download the dynamic forms located in the <u>Human Resources Department</u> website.

We are recommending that all users with any browser (Internet Explorer, Chrome, Mozilla, Safari) and any Operating System (Windows, Mac OS X) download the files/forms <u>locally</u> in your computer first.

Please, make sure that you have "<u>Adobe Acrobat Reader</u>" installed in your computer before attempting to follow the steps.

DOWNLOADING THE DYNAMIC FORM TO YOUR DESKTOP

Depending on your Browser (Internet Explorer, Chrome, Mozilla, Safari) and/or Operating System (Windows, Mac OS X) pictures here may differ from the ones in your computer. This document should serve as a general guide only.

In some Browsers the form will automatically download and you can find it in your "Downloads" folder.

The example below is using Windows 10 and Chrome Version 57.0.2987.98

1) Download the form



2) From the "Save As" window, click on "Desktop"

3) Select "Save"

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Figure 1 How to download the form on your desktop computer

VIEWING THE FORM WITH ADOBE ACROBAT

Once you download the form on your desktop:

- 1) Locate the PDF form, and right click on it
- 2) Select "open with"
 3) Click on "Adobe Acrobat"

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Figure 2 How to view the form with "Adobe Acrobat"

YOU ARE READY TO FILL IT OUT

- 1) A file similar to the window below should appear
- 2) Fill it out

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4	Date Appt to Current Position				NA - Employee Only					
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	Date of Evaluation Conference									
	Date Evaluation Given to Employee									

A. Competency Evaluation

Core competencies 1-8 are applicable to all titles. Core competencies 9-11 are applicable only to HE Associates and HE Officers who are managers or supervisors. Item 8 allows managers to enter unit-specific competencies.