

Summary of Known 2019 Performance Review Form Issues and Workarounds:

- > "I acknowledge button doesn't display"
 - WORKAROUND:
 1. Click "Revoke" button
 2. This will turn into the "I acknowledge" button, which you can click to move the form forward

- > Error message that reads: Manager comment missing for " ___ Quarter Notes" under section "Quarterly Notes"
 - WORKAROUND:
 1. Navigate to Quarterly Notes section and a comment for each item in the section (all four quarters)
 2. This can be as simple as typing "N/A" or "no comment"
 3. Click "Save and Share" to post your comment to the form

- ✓ **Managers' final comments entered into the Next Steps section not visible in reports = RESOLVED**
 - **This issue is now resolved and no workaround is needed.**
 - ~~Workaround options (form must be in End of Year Evaluation/Rating step)~~
 1. ~~Enter final comments into the box at the bottom of the Self-Assessment/Development Plan section~~
 2. ~~Add final comments into a Word doc and upload the file into the "Responsibilities and Ratings" section~~

<https://hr.lehigh.edu/sites/hr.lehigh.edu/files/2019%20Form%20Issues.pdf>