

This general guide contains instructions on how to download the dynamic forms located in the [Human Resources Department](#) 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 locally in your computer first.*

Please, make sure that you have “[Adobe Acrobat Reader](#)” installed in your computer before attempting to follow the steps.

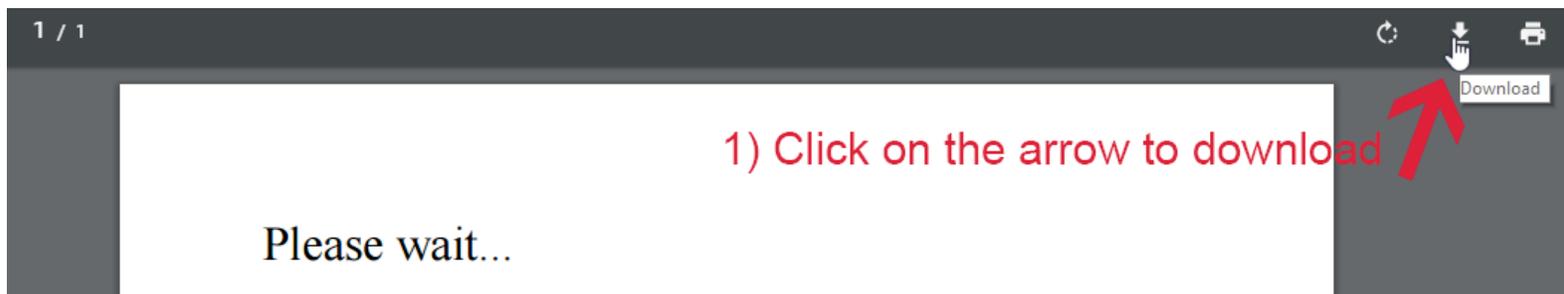
## DOWNLOADING THE DYNAMIC FORM TO YOUR DESKTOP

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”

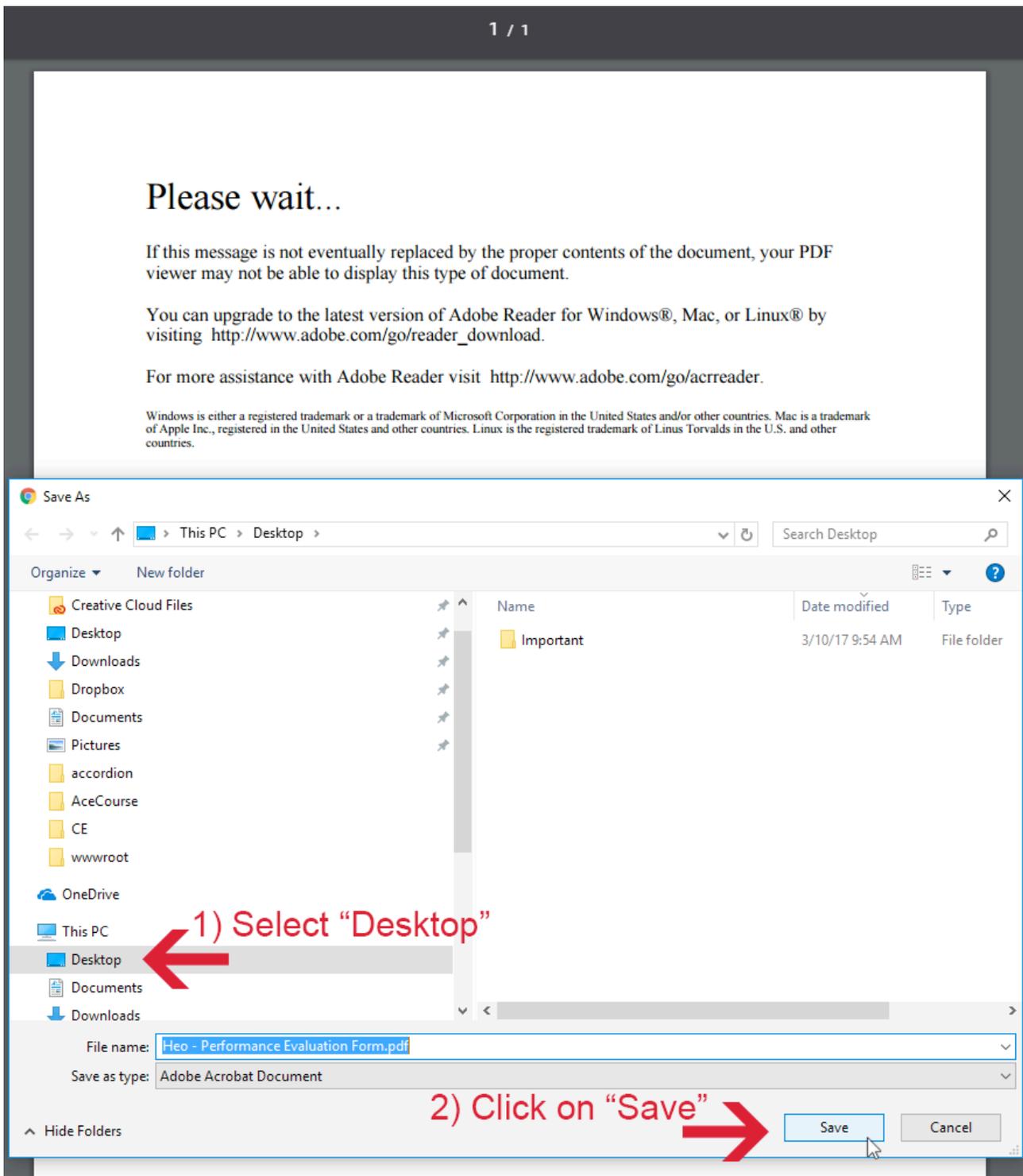


Figure 1 How to download the form on your desktop computer

## 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"

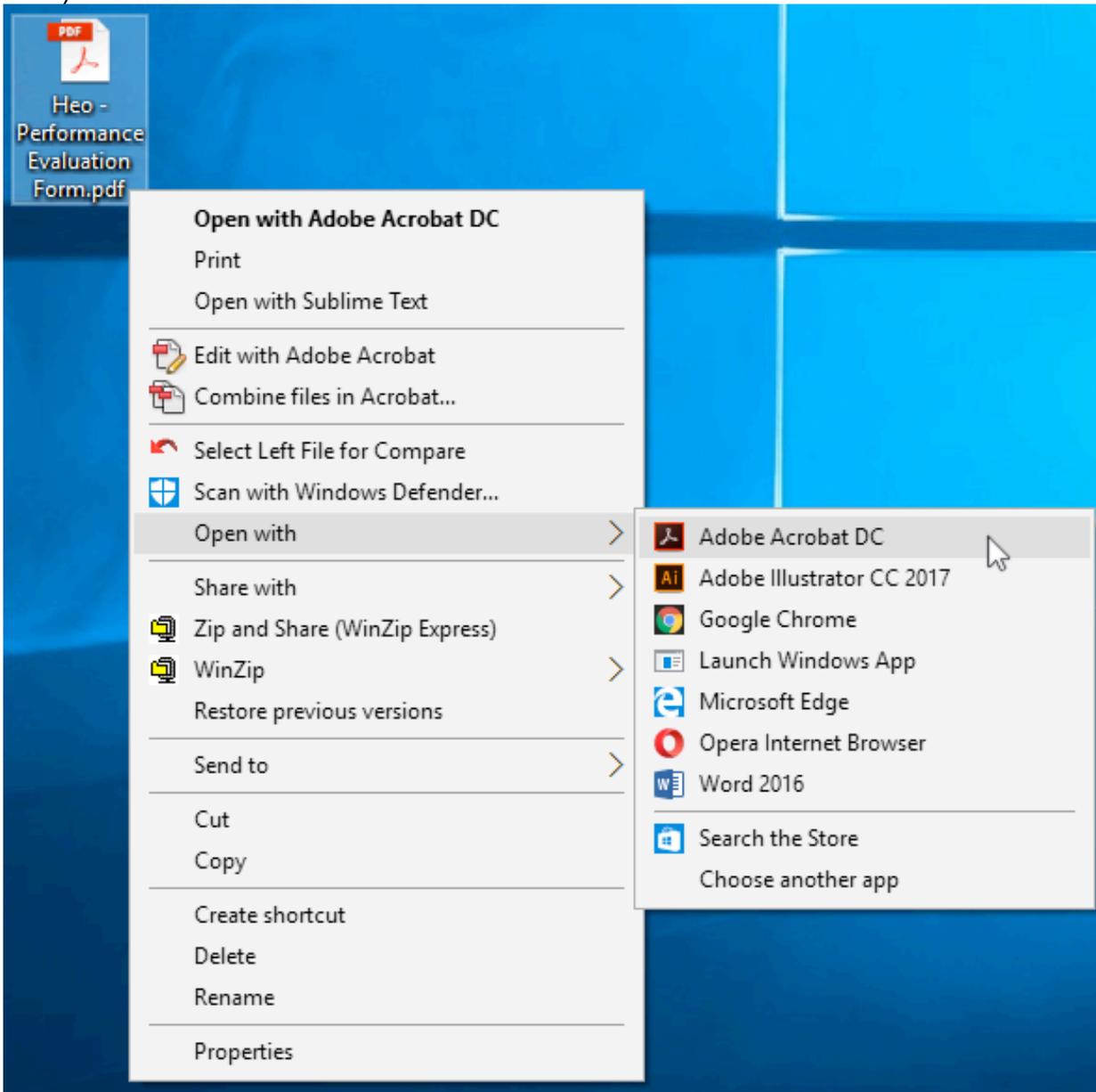


Figure 2 How to view the form with "Adobe Acrobat"

## YOU ARE READY TO FILL IT OUT

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

Heo - Performance Evaluation Form.pdf - Adobe Acrobat Pro DC  
 File Edit View Window Help  
 Home Tools Heo - Performance ... x  
 2 / 5 191%



### CUNY Evaluation Memorandum - HEO Series

	EMPLOYEE DATA	SUPERVISOR DATA
<b>Name</b>		
<b>Department</b>	Select	Select
<b>Division</b>		
<b>Contract Title</b>	Select	Select
<b>Functional Title</b>	Select	Select
<b>Date of Initial College Appointment</b>		NA - Employee Only
<b>Date Appt to Current Position</b>		NA - Employee Only
<b>Evaluation Period</b>	Start Date: <input style="width: 150px;" type="text"/>	End Date: <input style="width: 150px;" type="text"/>
<b>Date of Evaluation Conference</b>	<input style="width: 100%;" type="text"/>	
<b>Date Evaluation Given to Employee</b>	<input style="width: 100%;" type="text"/>	

**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.*