

View Employee Files in Employee Records:

How to review contracts and personnel reviews for your direct reports.

1. Open MyJeffco
2. Click on your "Employee Tab"



3. Click on PeopleAdmin (should be third on the top row)



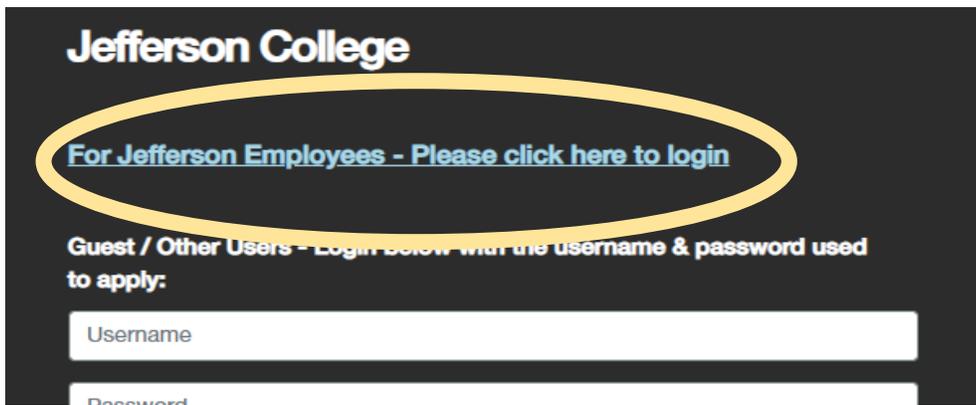
4. Under the large PeopleAdmin banner, click the link in the text "PeopleAdmin system users, click [here](#) to log in"

RECRUITMENT

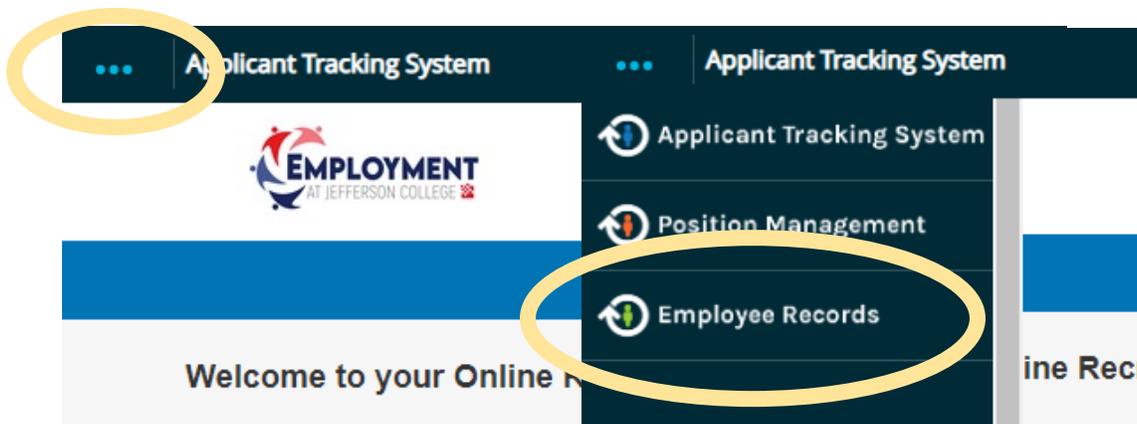
PeopleAdmin

PeopleAdmin system users, click [here](#) to log in

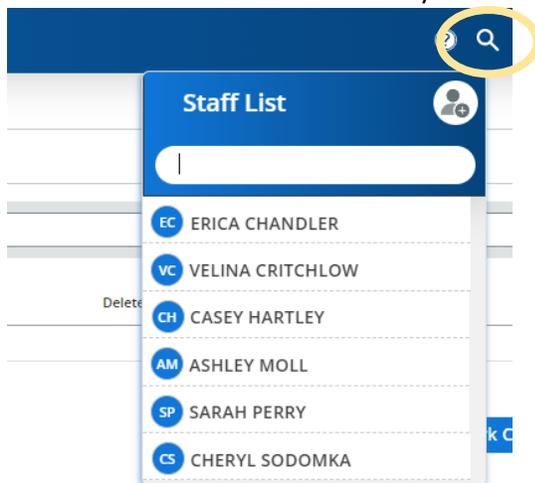
5. Click on the blue link “For Jefferson Employees – Click here”



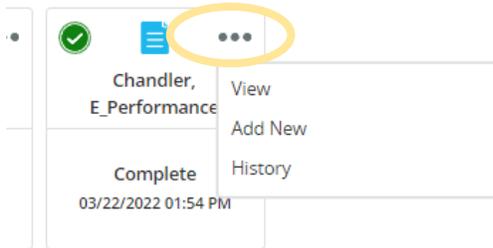
6. Click on the three blue dots in the top left corner of the webpage and select Employee Records from the drop down.



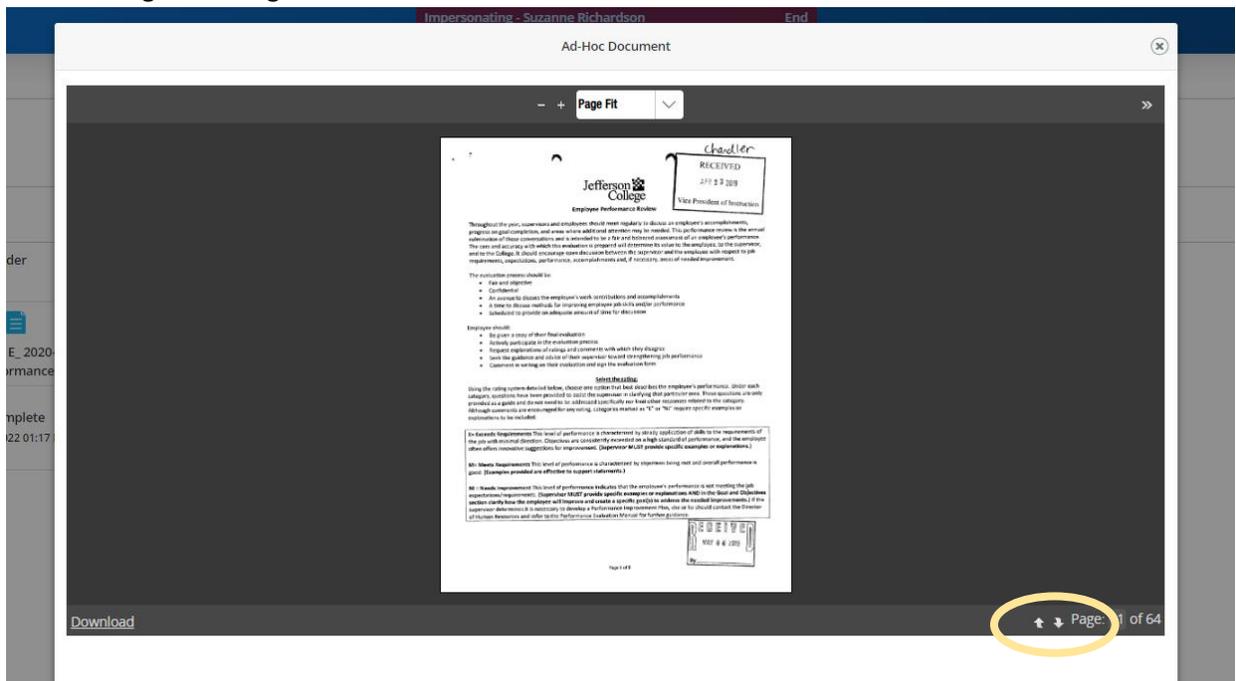
7. On the right side of your screen, click on the magnifying glass. You will be able to view your direct reports here. Click on the name of the individual you would like to view.



8. Here you can view your employees Contracts & Agreements and Performance folders. Click on the folder you would like to view. In order to open a document, click on the three ellipses and select view.



9. For employees that have been working for the college prior to the implementation of Employee Records, there may be multiple years' performance reviews or contracts within each document. Use the arrows on the right side to navigate through.



Please contact Human Resources with any further questions or concerns.