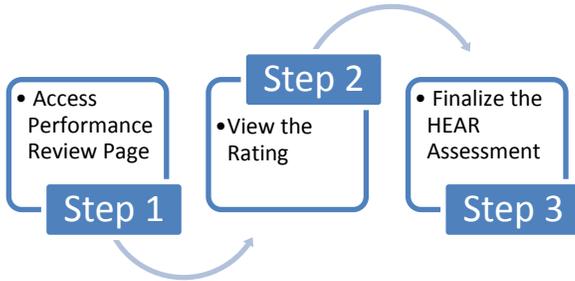# Finalize HEAR Assessment

ROLE: EMPLOYEE

Purpose

This job aid is to guide employees through the step-by-step process of how to finalize the HEAR Assessment. Follow the steps below to finalize the HEAR Assessment.

Process Flow

- Access Performance Review Page

Step 1

Step 2
- View the Rating

- Finalize the HEAR Assessment

Step 3

Step	Action
Log into the Talent Management System (TMS) at https://talent.houstontx.gov 1. Access **Performance** Page Click **Performance**	• In the left navigation pane, click the **Performance** link. • The Performance Review page displays. Click the **HEAR Assessment** link with the Released status.

Step	Action
2. View Performance Rating	• The **Performance Rating** page displays. • The **Printer Friendly View of Review** window displays. After reviewing the HEAR Assessment ratings, click the **Close** button at the bottom of the page.

Step	Action
3. Finalize the HEAR Assessment	• After you review the ratings, click the **Rating Summary** tab to finalize the review. • The Rating Summary tab page displays. Click the **Finalize This Review** button at the bottom of the page. • The **Electronic Confirmation** dialog box displays. • Enter your **Username** and **Password**. In the **Comments** text box, enter additional remarks (optional). Read the statement and click the check box. • Click the **Save** button. • The HEAR Assessment is completed.
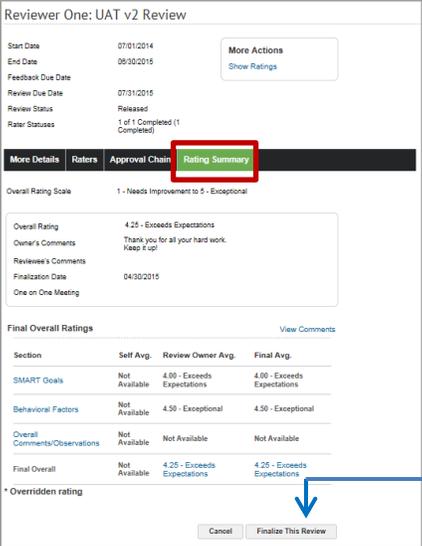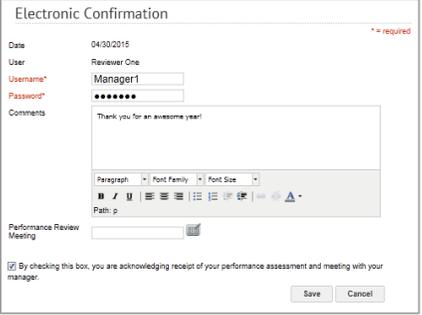
END OF PROCEDURE • RETURN TO TOP