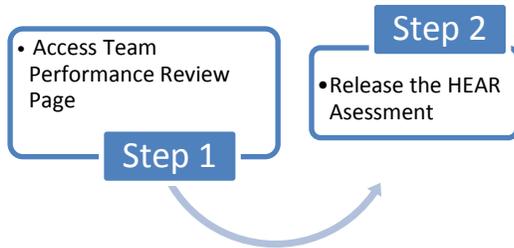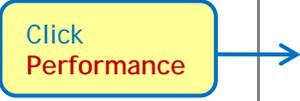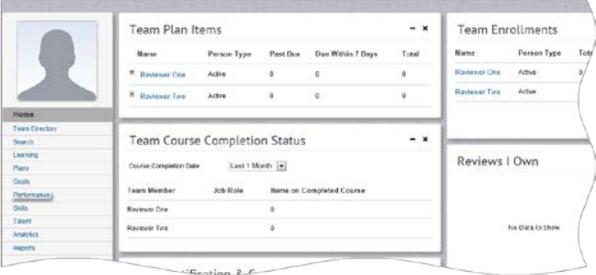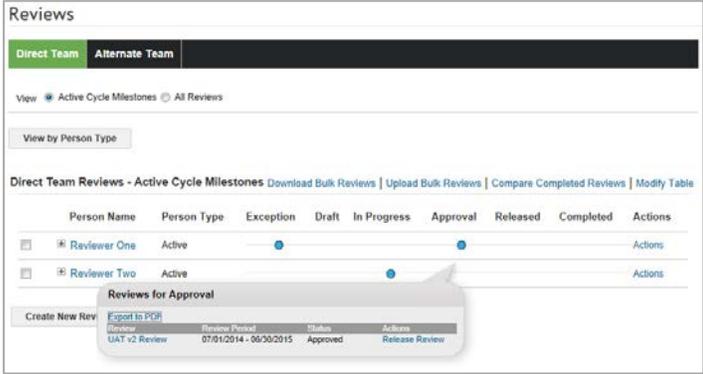# Release HEAR Assessment

ROLE: MANAGER

Purpose

This job aid is to guide managers through the step-by-step process of how to release the HEAR Assessment. Releasing the review will allow the employee to view the ratings. Follow the steps below to release the HEAR Assessment.

*Note: Please meet with your employee **PRIOR** to releasing the HEAR Assessment. The employee will not be able to see their assessment until it's released.*

Process Flow

Step 1
- Access Team Performance Review Page

Step 2
- Release the HEAR Asessment

Procedure

Step	Action
Log into the Talent Management System (TMS) at https://talent.houstontx.gov 1. Access Team Member Performance Review Page **Click Performance**	• Click the **My Team** icon in the top main header. The **Team Dashboard** page displays. ⭐Talent | 👤👥 • In the left navigation pane, click **Performance**. • The Team Performance Review page appears. Hover your cursor over the **blue circle** in the **Approval** column next to the desired employee, click the **Release Review**.

Step	Action
2. Release the Performance Review Ratings	• The Performance Review Ratings for your employee displays. Click the **Release Review** at the bottom of the ratings. • The Confirmation Message appears. Click the **OK** button. • The HEAR Assessment is released to the employee.

END OF PROCEDURE • RETURN TO TOP