

1 Access the Performance Management System

- Go to the NYC Intranet: <http://cityshare.nycnet>
1. Click **Working > NYCAPS > Start NYCAPS**
 2. Enter your User ID and Password in the fields.
(Your User ID is the 7-digit reference number found on your pay stub.)

User ID:

Password:

Sign In

[Forgot your password?](#)

Troubleshooting Tip

- If you have not logged in within 90 days, the system will prompt you to change your password.
- If you cannot remember your password, click the **Forgot Your Password** link to reset your password.
- If you have locked yourself out of the system or cannot remember your security questions, please contact HR Connect (see contact information below) to reset your password.

2 Review Employee's Goals

1. Click **Manager Self Service > Maintain Documents**. You are now at the manager's **Maintain Documents** screen and can view all of your employees' documents in a list. The **Search Criteria** box enables you to sort them if you choose. (e.g., you may want to enter today's date as the earliest end date so you can just view the current year's document.)
2. Your employees should notify you after they are finished setting their goals. In addition, the **Author Status** column indicates "Complete" for all of the documents that are ready for review. The employees that have "In Progress" are still working on their document and have yet to send it to you. Click the hyperlink of the employee's name for the document that you wish to view.
3. Click the **Expand All Sections** link to view the entire document. Scroll down to the **Operational Goals** section to view the individual goals that the employee has set for him/herself.
4. Review the employees goals and weights s/he applied to them. If you would like the employee to make immediate changes to the document, you can click the **Return Document to Employee** button to send it back to him/her. Otherwise, you can print a copy of the document for your discussion by clicking **Printable Performance Document > File > Print**.
5. **You are now finished reviewing your employee's document!** Click the **Sign Out** button in the top right-hand corner to exit the system. Next you should set up a meeting with the employee to provide constructive feedback on his/her comments.

Troubleshooting Tip

During Goal Setting, you review your employees' goals in the **Employee** document, not the **Manager** document, which you will use for the year-end evaluation only. The **Author Type** is already sorted for you, so all that is visible is the **Employee** document.

Refresh Reset

Author Type: Employee

Begin Date	End Date	Document Type	Document Status	Approval Status	Author	Author Type	Author Status
07/01/2008	06/30/2009	Perf Rww	InProgress	Not Required	Employee Name	Employee	Complete
07/01/2007	06/30/2008	Perf Rww	InProgress	Not Required	Employee Name	Employee	InProgress

[Expand All Sections](#) [Collapse All Sections](#)

- ▶ Achievement Goals
- ▶ Satisfaction Goals
- ▶ Operational Goals
- ▶ Overall Summary

Return Document to Employee

[Return to Performance Document Selection](#)

Go To: [Manager Home](#)
[Printable Performance Document](#)