How to View Job Information and Performance Ratings

The purpose of this Job Aid is to walk through the process to view Job Information and Performance Ratings using Employee Self-Service.

Please note that Performance Ratings will only be available for review if you are a Classified Employee of the Commonwealth. If your Performance Ratings are not available for review, please reach out to one of your Agency's Human Resource Administrators.
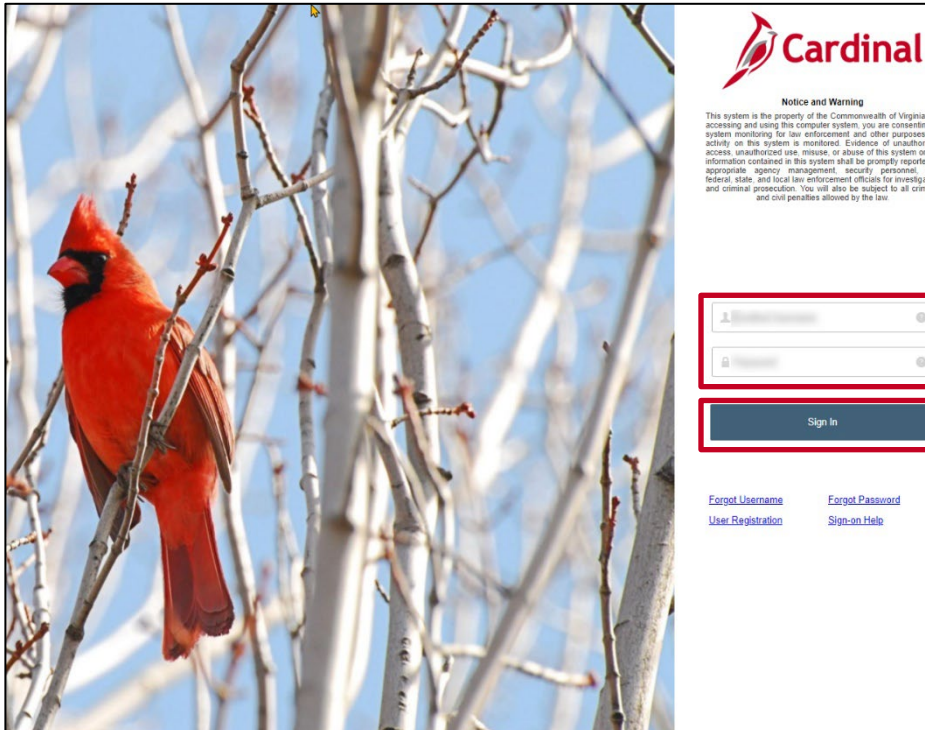
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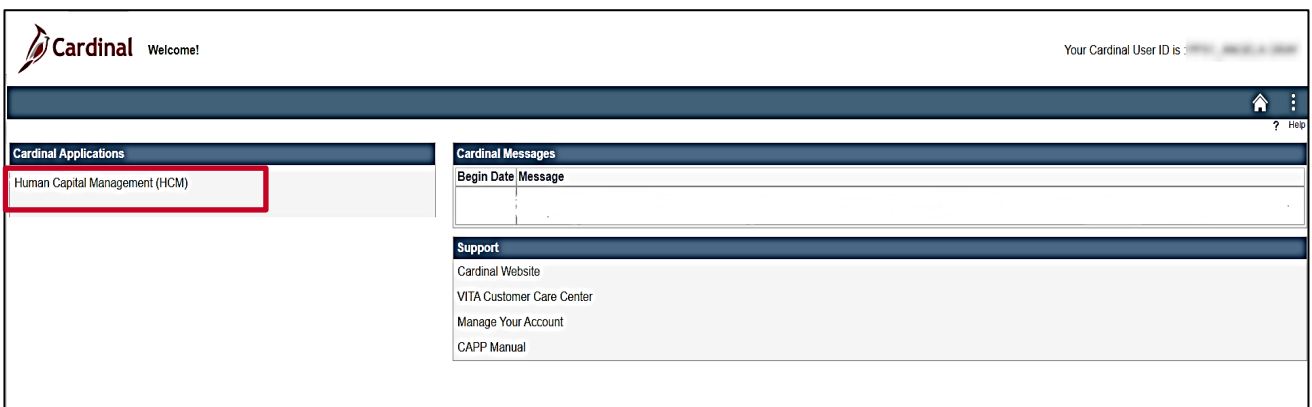**Viewing Job Information and Performance Ratings**

1. Log into Cardinal (my.cardinal.virginia.gov).

   Note: For more information about Cardinal registration, see the Job Aid titled **Cardinal Registration Quick Start Guide**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

2. Enter your **User ID** and **Password**.
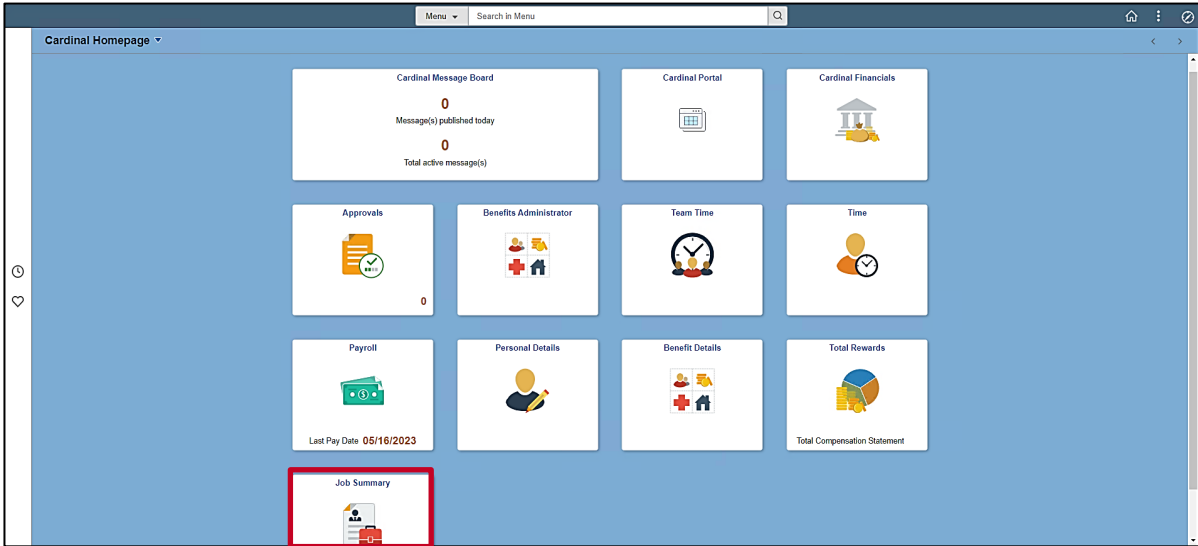
3. Click the **Sign In** button.

The **Portal Welcome** page displays.

4. Click the **Human Capital Management** link.

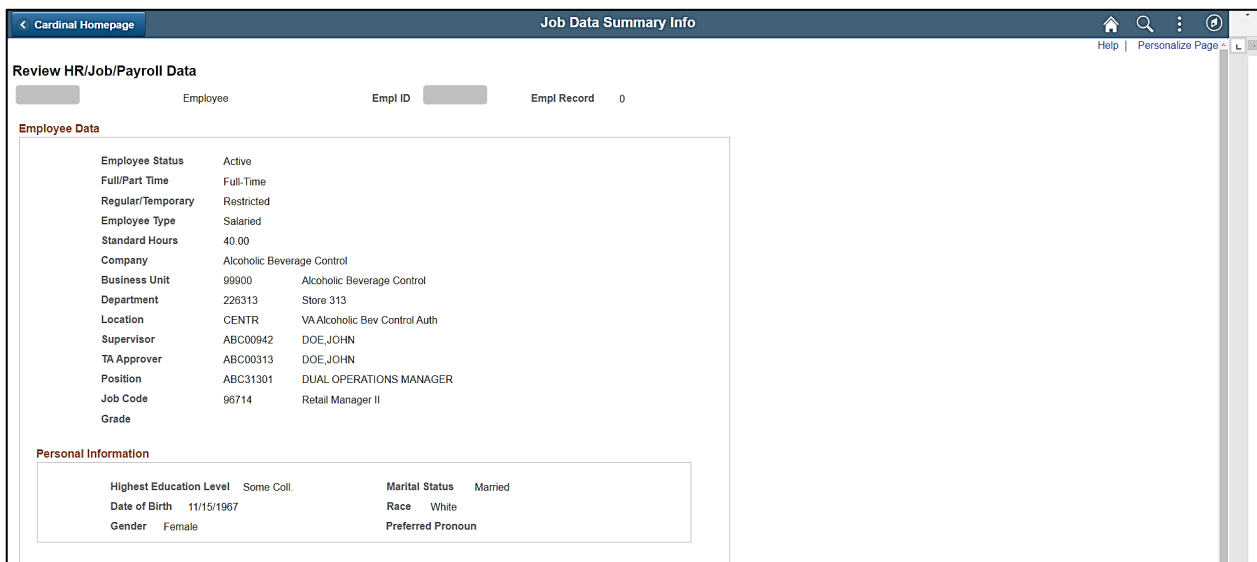5. Navigate to the **Cardinal Homepage**.

The **Cardinal Homepage** displays.

Note: Individual **Cardinal Homepage** tile availability and locations may appear differently based upon individual preferences and security settings.

6. Click the **Job Summary** tile.

The **Job Data Summary Info** page displays.

Note: If you have multiple Jobs, a **Select Job** page will display first and you must use this page to select the Job for which you want to review the information.

7. Review the Job Information within the **Employee Data** section as needed. The following addition information is provided:

    a. Position Numbers always begin with your Agency acronym

    b. Grade is commonly referred to as Pay Band within the Commonwealth

    Note: Contact one of your Agency's Human Resources Administrators if any of this information is not accurate.

8. Review your personal information within the **Personal Information** section as needed.

    Note: Some of this personal information can be updated using Employee Self-Service if it is not correct. Refer to the Job Aid or Video titled How to View and Update Personal Data for additional information.

9. Scroll down as need to view the **Performance Rating and Additional Employee Data** section.

The **Performance Rating and Additional Employee Data** section displays.

10. Review the information within the **Performance Rating and Additional Employee Data** section as needed.

    Note: Performance Ratings information will only display for Classified Employees of the Commonwealth. If the information does not display for you, or, if you believe that the information is not accurate, please contact one of your Agency's Human Resource Administrators.