



Employee Self-Service Job Aid

ESS_How to View Job Information and Performance Ratings

How to View Job Information and Performance Ratings Overview

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 your Agency's Human Resource Administrator(s).

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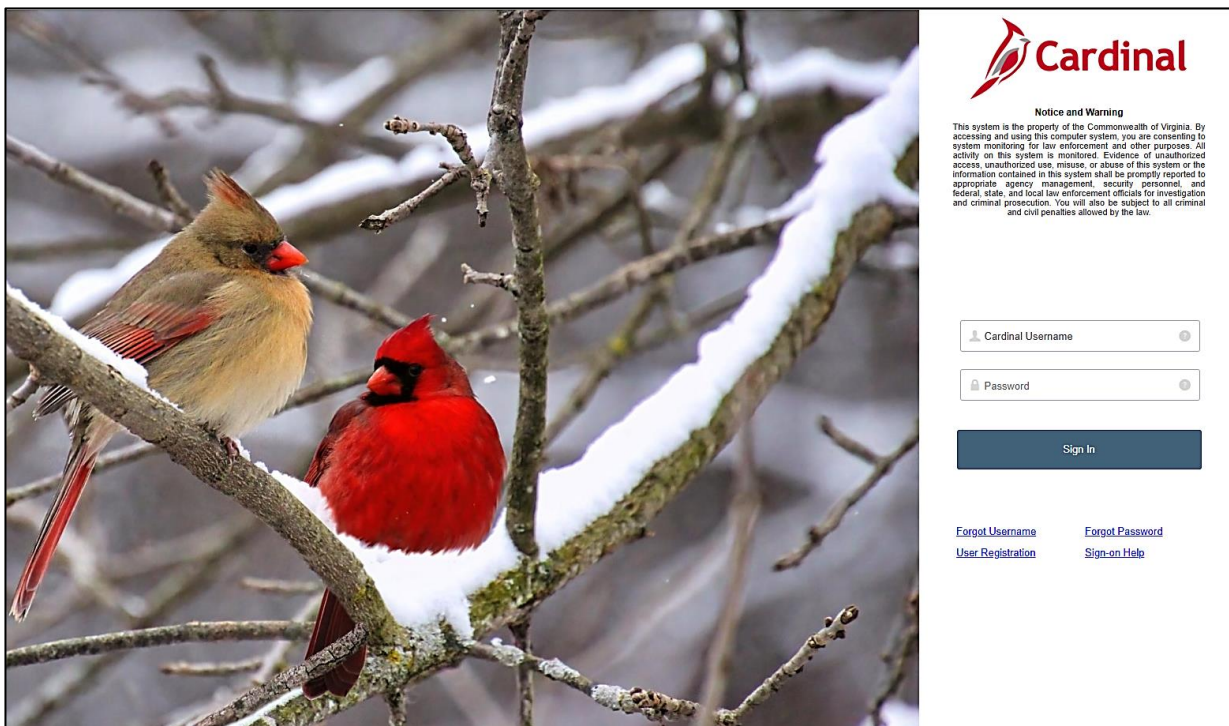
Revision History

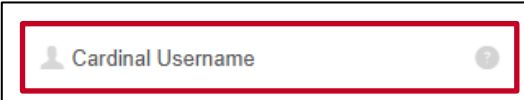

Revision Date	Summary of Changes
6/23/2023	Baseline

Viewing Job Information and Performance Ratings

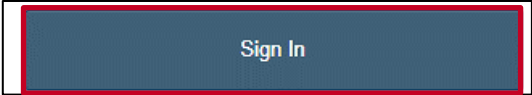
Step	Action
1.	Log into Cardinal by entering https://my.cardinal.virginia.gov in the browser.
	For more information about Cardinal registration, see the Job Aid titled Cardinal Registration Quick Start Guide . This Job Aid is located on the Cardinal website in Job Aids under Learning .

The **Cardinal log in** page displays.

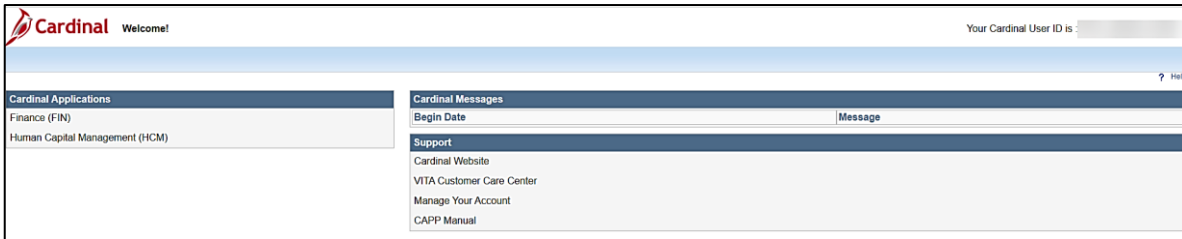


2.	Enter your assigned Cardinal User ID in the Cardinal Username field. 
3.	Enter your password in the Password field. 

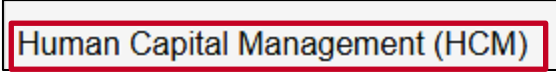
Step	Action
4.	Click the Sign in button.



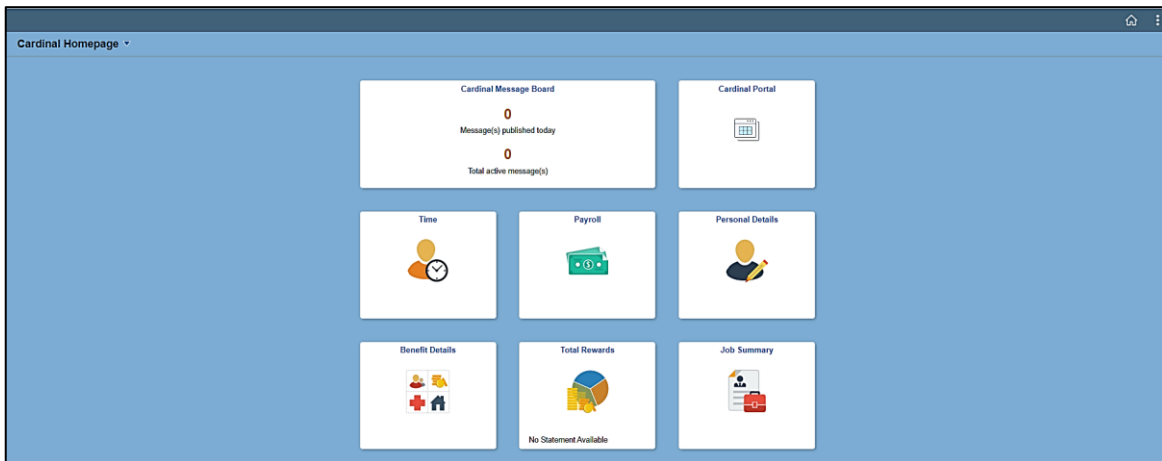
The **Portal Welcome** page displays.




5.	Click the Human Capital Management link.
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The **Cardinal Homepage** displays.



The tiles displayed on the **Cardinal Homepage** for each user will vary based upon individual preferences and security settings.

Step	Action
6.	Click the Job Summary tile. 

The Review HR/Job/Payroll Data page displays.

Review HR/Job/Payroll Data

Employee [redacted] Empl ID [redacted] Empl Record 0

Employee Data

Employee Status	Active
Full/Part Time	Full-Time
Regular/Temporary	Regular
Employee Type	Salaried
Standard Hours	40.00
Company	Agriculture & Consumer Svcs
Business Unit	30100 Agriculture & Consumer Svcs
Department	37500 Weights and Measures
Location	MOBSW [redacted]
Supervisor	ACS01051 [redacted]
TA Approver	ACS01051 [redacted]
Position	ACS01050 Weights & Measures Inspector
Job Code	69033 Compliance/Safety Officer III
Grade	4 Statewide Salary Grade 4




Personal Information

Highest Education Level	Not Indic	Marital Status	Single
Date of Birth	[redacted]	Race	Asian
Gender	Female	Preferred Pronoun	

Performance Rating and Additional Employee Data

First Start Date	07/10/2024	Last Pay Adjustment	
Company Seniority Date	07/10/2024	Performance Rating Date	02/17/2025
Position Entry Date	07/10/2024	Rating Type	
Probation Expiration		Rating	

[Return to Search](#)

Step	Action																				
7.	<p>Review the Job Information within the Employee Data section as needed. The following additional information is provided:</p> <ul style="list-style-type: none"> Position Numbers always begin with the user's Agency acronym (e.g., DOA, DOT, ACS, ABC, etc.) Grade is commonly referred to as "Pay Band" within the Commonwealth <table border="1" data-bbox="293 575 1205 726"> <tr> <td>Position</td> <td>ACS01050</td> <td>Weights & Measures Inspector</td> </tr> <tr> <td>Job Code</td> <td>69033</td> <td>Compliance/Safety Officer III</td> </tr> <tr> <td>Grade</td> <td>4</td> <td>Statewide Salary Grade 4</td> </tr> </table>	Position	ACS01050	Weights & Measures Inspector	Job Code	69033	Compliance/Safety Officer III	Grade	4	Statewide Salary Grade 4											
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	<p>Contact an Agency Human Resource Administrator if any of the information is not correct.</p>																				
<p>Personal Information can be reviewed in the Personal Information section.</p> <table border="1" data-bbox="235 928 1403 1125"> <tr> <td colspan="4">Personal Information</td> </tr> <tr> <td>Highest Education Level</td> <td>Not Indic</td> <td>Marital Status</td> <td>Single</td> </tr> <tr> <td>Date of Birth</td> <td><input type="text"/></td> <td>Race</td> <td>Asian</td> </tr> <tr> <td>Gender</td> <td><input type="text"/></td> <td>Preferred Pronoun</td> <td></td> </tr> </table>		Personal Information				Highest Education Level	Not Indic	Marital Status	Single	Date of Birth	<input type="text"/>	Race	Asian	Gender	<input type="text"/>	Preferred Pronoun					
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Gender	<input type="text"/>	Preferred Pronoun																			
	<p>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.</p>																				
8.	<p>Scroll down as needed to view the Performance Rating and Additional Employee Data section.</p> <table border="1" data-bbox="293 1381 1430 1598"> <tr> <td colspan="4">Performance Rating and Additional Employee Data</td> </tr> <tr> <td>First Start Date</td> <td>07/10/2024</td> <td>Last Pay Adjustment</td> <td></td> </tr> <tr> <td>Company Seniority Date</td> <td>07/10/2024</td> <td>Performance Rating Date</td> <td></td> </tr> <tr> <td>Position Entry Date</td> <td>07/10/2024</td> <td>Rating Type</td> <td></td> </tr> <tr> <td>Probation Expiration</td> <td></td> <td>Rating</td> <td></td> </tr> </table>	Performance Rating and Additional Employee Data				First Start Date	07/10/2024	Last Pay Adjustment		Company Seniority Date	07/10/2024	Performance Rating Date		Position Entry Date	07/10/2024	Rating Type		Probation Expiration		Rating	
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9.	<p>Review the information within the Performance Rating and Additional Employee Data section as needed.</p>																				
	<p>Performance Ratings information will only display for Classified Employees of the Commonwealth. If the information does not display for the user or if the information is deemed inaccurate, please contact the agency Human Resource Administrator(s).</p>																				