



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
9/1/2026	Updated to reflect the Cardinal system upgrades.
6/10/2025	Updated the screenshots and verbiage regarding the new Telework section and Continuous State Service Date field which have been added under the Job Summary Tile in ESS.
6/23/2023	Baseline.



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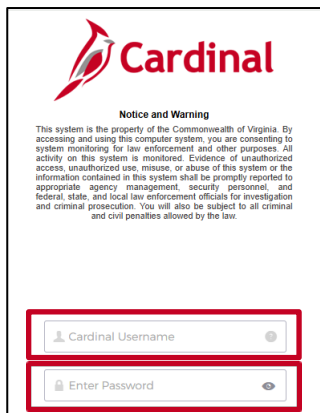
Viewing Job Information and Performance Ratings

Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
	For more information about Cardinal registration, see the Job Aid titled Cardinal System Access Guide . This Job Aid is located on the Cardinal website in Job Aids under Learning .

The **Cardinal Homepage** displays.



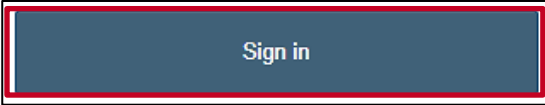
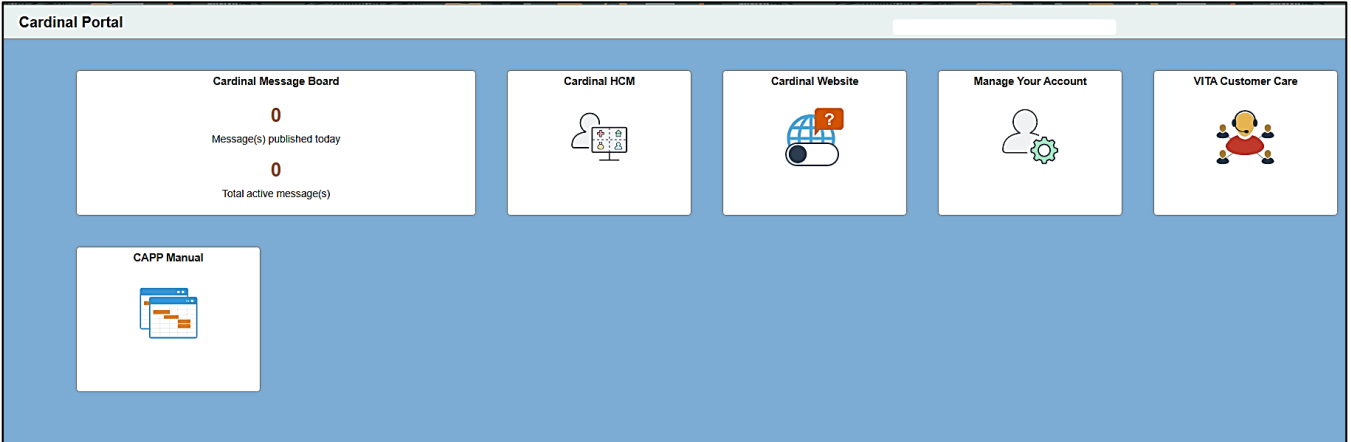
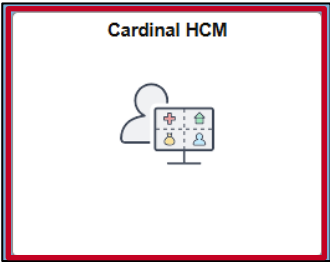
2. Enter your Cardinal Username and Password in the **Cardinal Username** and **Enter Password** fields.





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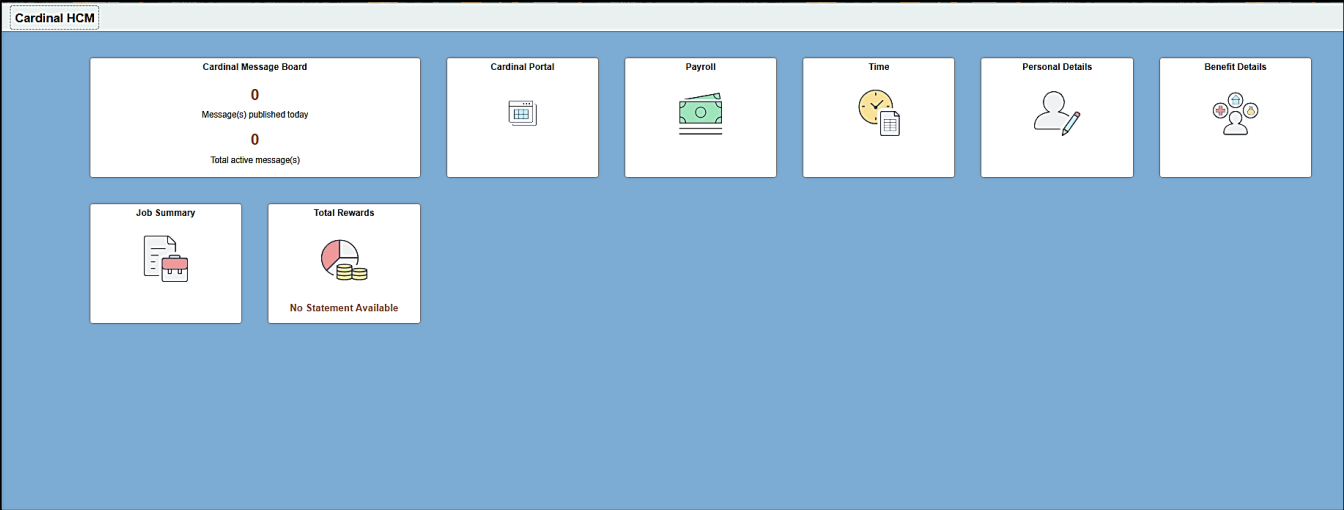
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Step	Action
3.	Click the Sign In button. 
	Users may receive a message for additional verification.
The Cardinal Portal page displays. 	
4.	Click the Cardinal HCM tile. 



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Step	Action
	The Cardinal HCM Homepage displays. 
	The tiles displayed on the Cardinal HCM Homepage for each user will vary based upon individual preferences and security settings.
5.	Click the Job Summary tile. 



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Step	Action																																		
	The Job Data Summary Info page displays. Employee Empl ID Empl Record 0 Employee Data <table><tr><td>Employee Status</td><td>Active</td></tr><tr><td>Full/Part Time</td><td>Full-Time</td></tr><tr><td>Regular/Temporary</td><td>Regular</td></tr><tr><td>Employee Type</td><td>Salaried</td></tr><tr><td>Standard Hours</td><td>40.00</td></tr><tr><td>Company</td><td></td></tr><tr><td>Business Unit</td><td></td></tr><tr><td>Department</td><td>00300 ADMINISTRATIVE & GENERAL</td></tr><tr><td>Location</td><td></td></tr><tr><td>Supervisor</td><td></td></tr><tr><td>TA Approver</td><td></td></tr><tr><td>Position</td><td>HR Analyst I</td></tr><tr><td>Job Code</td><td>19091 Human Resource Analyst I</td></tr><tr><td>Grade</td><td>4 Statewide Salary Grade 4</td></tr></table> Telework <table><tr><td>Current Status</td><td>Not Teleworking</td></tr><tr><td>Position Eligible</td><td>No</td></tr><tr><td>Employee Eligible</td><td>No</td></tr></table>	Employee Status	Active	Full/Part Time	Full-Time	Regular/Temporary	Regular	Employee Type	Salaried	Standard Hours	40.00	Company		Business Unit		Department	00300 ADMINISTRATIVE & GENERAL	Location		Supervisor		TA Approver		Position	HR Analyst I	Job Code	19091 Human Resource Analyst I	Grade	4 Statewide Salary Grade 4	Current Status	Not Teleworking	Position Eligible	No	Employee Eligible	No
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	Telework information can be reviewed in the Telework section. Telework<table><tr><td>Current Status</td><td>Not Teleworking</td></tr><tr><td>Position Eligible</td><td>No</td></tr><tr><td>Employee Eligible</td><td>No</td></tr></table>	Current Status	Not Teleworking	Position Eligible	No	Employee Eligible	No														
Current Status	Not Teleworking																				
Position Eligible	No																				
Employee Eligible	No																				
	Contact an Agency Human Resource Administrator if any of the information is not correct.																				
	Personal information can be reviewed in the Personal Information section. Personal Information<table><tr><td>Highest Education Level</td><td>HS Grad</td><td>Marital Status</td><td>Unknown</td></tr><tr><td>Date of Birth</td><td></td><td>Race</td><td>White</td></tr><tr><td>Gender</td><td></td><td>Preferred Pronoun</td><td></td></tr></table>	Highest Education Level	HS Grad	Marital Status	Unknown	Date of Birth		Race	White	Gender		Preferred Pronoun									
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Gender		Preferred Pronoun																			
	Some of this personal information can be updated using Employee Self-Service if it is not correct. For more information, refer to the Job Aid or Video titled How to View and Update Personal Data located on the Cardinal website in Job Aids under Learning .																				
7.	Scroll down as needed to view the Performance Rating and Additional Employee Data section. Performance Rating and Additional Employee Data<table><tr><td>First Start Date</td><td>03/10/2022</td><td>Last Pay Adjustment</td><td>06/10/2025</td></tr><tr><td>Leave Eligibility Date</td><td>03/10/2010</td><td>Performance Rating Date</td><td></td></tr><tr><td>Position Entry Date</td><td>03/10/2022</td><td>Rating Type</td><td></td></tr><tr><td>Continuous State Service Date</td><td>03/10/2022</td><td>Rating</td><td></td></tr><tr><td>Probation Expiration</td><td></td><td></td><td></td></tr></table>	First Start Date	03/10/2022	Last Pay Adjustment	06/10/2025	Leave Eligibility Date	03/10/2010	Performance Rating Date		Position Entry Date	03/10/2022	Rating Type		Continuous State Service Date	03/10/2022	Rating		Probation Expiration			
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8.	Review the information within the Performance Rating and Additional Employee Data section as needed.																				
	Performance Ratings, Leave Eligibility, and Continuous State Service 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).																				



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