

# Understanding Your Team Overview Page

Your Team Overview page shows you all the active PEs for your employees so you can easily see what step they are on and take action as needed.

You can access your Team Overview page by [clicking here](#), or by navigating to your [Performance Inbox](#) and then choosing the Team Overview tab in the top left.

My Team	Employee Self Evaluation	Manager Review	Signatures
 Alyssa Black	1 In Progress		
 Miguel Baldwin	2 0.0 2.91	3 0.0 0.0 <a href="#">Review Miguel</a>	
 Moses Fox	0.0 2.91	4 3.1 3.1	5 <input type="checkbox"/> <input type="checkbox"/> <a href="#">Sign</a>
 Lois Walters	0.0 3.6	3.3 3.3	6 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Below are a few tips to help you understand what various icons and numbers mean.

1. PE's will display as "In Progress" for Employee Self Evaluation while it is at that step. You might need to remind your employee to complete their Evaluation so that it moves to the Manager Review step.
2. The top number is the official rating which is not impacted by the employees rating so it will always display as 0. The bottom number is the employees self-rating. If an employee chooses not to rate themselves, it will default to 0.
3. Since this PE is currently at the Manager Review step, there is a button to allow you to access the PE directly.
4. The top number is the official rating which is the same as the manager's rating. The bottom number is the manager's rating. These numbers will always match.
5. At the signature stage you will see a check box for each needed signature. The first represents the employee and the second represents the manager. In the case of Moses Fox above, the employee has signed, and it is now the manager's turn.
6. This Lois Walter's PE is complete as we can see by both checkmarks filled in at the signature stage.