# Using the Accessible EPR PDF with a screen reader

This document is a guide to assist screen reader users navigate the Accessible EPR PDF.

## About the document

The document uses data tables to assist with the document’s layout. JAWS users can use table navigation and table reading commands but may find that this is not the best method to navigate the document. In the Job Factors and the Overall Rating sections, there is information about each of the choices below the row of radio buttons. Users may find using table reading command to be challenging as the JAWS focus can shift to a different list under the next choice. Users can bypass this by using l to move to a list of items or shift + L to move to the previous list. If using this method, locate Outstanding and then press the L to move to the list below this choice.

In the document there are heading level two’s which start each section. In some sections there are heading level three’s which are subsections such as the Job Knowledge heading in the Job Factors section.

### Keystrokes for navigating through the document

The following are methods that can be used successfully to navigate the document.

* Using F and shift + F to move from form field to form field
* Using the tab and shift + tab keys to move from form field to form field
* Using the headings or Form fields lists
* L or shift L to move by lists
* Pressing the numbers 2 or 3 on the number row to navigate to all heading level two’s or all heading level threes.
* Using H or shift + H to move from heading to heading
* Using the JAWS search if the user knows what they are looking for.

### Information on the types of form fields in the document

The form fields you will find in the document are as follows:

* Edit fields
* Check boxes
* Radio buttons

### Navigating through form fields in the document

The tab and shift tab keys can move the user from form field to form field. Or, if the user wishes to move from one specific form field to another of the same type, they can use the keystrokes below.

* A to move from one radio button to the next or shift + A to move to the previous one
* E to move from one edit field to the next or shift + E to move to the previous edit field
* X to move from one checkbox to the next or shift + X to move to the previous checkbox.

**\*\*Note: when moving between radio buttons use tab or shift + tab or A /Shift + A to prevent hearing the text label for the next choice. If you use the arrow keys, you will encounter the text labels.\*\***

## Signing the EPR

The signature fields in this document are accessible. Users will be prompted to create a signature.

### Creating a signature

1. Place JAWS focus on a signature field
2. Press the enter key or space bar.
3. A new screen appears, JAWS does not notify you of this.
4. Tab once and you should hear JAWS say, “Sign with digital ID close” This is how you’ll know you are in the right place.
5. If you have not used this before, tab until you hear “configure digital ID” and press enter
6. Press tab three times to move to the “create a new digital ID” button and press the space bar.
7. Press tab three times to move to the continue button and press enter.
8. Tab again until you are on the option that says save the digital file to your computer and press the space bar.
9. Press tab again until you hear continue.
10. Press enter on continue
11. Press the tab key twice to move to the name field.
12. Type your first and last name.
13. Press the tab key twice to move to the next field which is organization name and type the organization you work for.
14. Press the tab key again to move to the next field, which is email, type in your email address.
15. Press tab until you hear continue and press enter.
16. Press the tab key two times until you are in the first password field. Type a password you’ll remember, then press tab and confirm the password. You may find it easier to use six number rather than letters
17. Press tab until you hear save and press enter. The digital ID will be saved.

### Using your Digital id to sign the EPR

1. Place JAWS focus on a signature field
2. Press the enter key or space bar.
3. A new screen appears, JAWS does not notify you of this.
4. Tab once and you should hear JAWS say, “Sign with digital ID close” This is how you’ll know you are in the right place.
5. Press tab two or three times to move to the id you have created.
6. Press the spacebar to select it.
7. Then press tab until you hear JAWS say continue and press enter
8. Then you will need to type in your password and press enter.
9. Once you do this, a couple things will happen, first this box will close, then a save as dialog box will open to save the PDF with your digital signature in it. Save the PDF wherever you prefer and can locate it easily.
10. Your document is now signed.

## Information for supervisors Using the document

### The comment fields

The comment field in the job factors section are small, above each of these fields are links to a larger area that expands as you type. You can, if you choose, write in those fields instead and just note in the small comment fields to see below.

## Job Factors Rating Definitions

Because the tables used in the Job Factors section are difficult to navigate, this section provides the rating definitions for each Job Factor.

### Job Knowledge/Skills

| Rating | Definition |
| --- | --- |
| Outstanding | * Possesses superior job skills and knowledge; effectively applies them to work assignments.
* Willingly mentors staff; shares knowledge.
* Seeks/applies innovative and relevant techniques.
 |
| Commendable | * Work reflects thorough and current knowledge/ skill of job and impact on agency activities/related resources.
* Uses opportunities to expand knowledge/skills, sharing information with staff.
 |
| Satisfactory | * Work reflects adequate knowledge/skills for job.
* Has some knowledge of related work.
* Stays current with major changes impacting on knowledge or skill.
* Accepts change.
 |
| Needs Improvement | * Often demonstrates a lack of basic or sufficient job knowledge/skills to perform routine functions of the job.
* Occasionally is resistant to changing knowledge and/or skill requirements or processes, including opportunities for knowledge/skill enhancement.
 |
| Unsatisfactory | * Consistently demonstrates a lack of basic job knowledge and/or skills to perform job.
* Rarely takes advantage of available skill enhancement or training opportunities.
* Often is resistant to changing requirements.
 |

### Work Results

| Rating | Definition |
| --- | --- |
| Outstanding | * Work consistently exceeds expectations of quality, quantity, customer service, and timeliness.
 |
| Commendable | * Work frequently exceeds expected quality, quantity, customer service, and timeliness standards.
 |
| Satisfactory | * Work usually meets expectations of quality, quantity, customer service, and timeliness.
 |
| Needs Improvement | * Often has difficulty meeting expected quality, quantity, customer service, and/or timeliness standards.
 |
| Unsatisfactory | * Consistently fails to meet expected quality, quantity, customer service, and/or timeliness standards
 |

### Communications

| Rating | Definition |
| --- | --- |
| Outstanding | * Consistently communicates in clear, effective, timely, concise, and organized manner.
* Is articulate and persuasive in presenting, soliciting complex or sensitive data
 |
| Commendable | * Frequently communicates in an effective, timely, clear, concise, and organized manner.
* Proficiently organizes and presents difficult facts and ideas orally and in writing.
* Seeks/provides feedback.
 |
| Satisfactory | * Usually communicates effectively and exchanges relevant information in a timely manner.
* Speaks and writes clearly.
* Keeps others informed.
* Listens with understanding.
 |
| Needs Improvement | * Often fails to communicate effectively or in a timely manner.
* Lacks clarity of expression orally or in writing.
* Is inconsistent in keeping others informed.
* At times, fails to listen effectively.
 |
| Unsatisfactory | * Consistently fails to communicate effectively or timely.
* Often does not keep others informed.
* Is an ineffective listener and/or frequently interrupts.
 |

### Initiative/Problem Solving

| Rating | Definition |
| --- | --- |
| Outstanding | * Consistently resolves unit/team problems and promotes improvements.
* Maximizes resources, innovation/technology to streamline/improve.
* Analyzes full dimension of complex problems.
* Requires minimal supervision.
 |
| Commendable | * Prevents/resolves unit/team problems.
* Suggests innovations to improve operations or streamline procedures.
* Defines and analyzes complex problems.
* Develops/implements solutions with moderate supervision.
 |
| Satisfactory | * Addresses existing and significant potential problems.
* Suggest or assists in developing solutions individually or in a team.
* Carries through solution implementation with routine supervision or follow-up.
 |
| Needs Improvement | * Resolves routine problems.
* Exhibits little initiative in identifying problems, solutions, or improvements and/or working proactively as part of a team to address issues of concern.
* Requires more than routine supervision.
 |
| Unsatisfactory | * Consistently fails to recognize or seek help in resolving routine problems.
* Demonstrates inability to work individually or in a team.
* Rarely suggests improvements.
* Requires frequent reminders and supervision.
 |

### Interpersonal Relations/Equal Employment Opportunity (EEO)

| Rating | Definition |
| --- | --- |
| Outstanding | * Consistently promotes and maintains a harmonious/productive work environment.
* Is respected and trusted and often viewed as a role model.
* Actively promotes EEO/diversity programs.
 |
| Commendable | * Frequently fosters teamwork, cooperation, and positive work relationships.
* Handles conflict constructively.
* Promotes and adheres to EEO/diversity program requirements
 |
| Satisfactory | * Usually interacts in a cooperative manner.
* Avoids disruptive behavior.
* Deals with conflict, frustration appropriately.
* Treats others equitably. Adheres to EEO/diversity program requirements.
 |
| Needs Improvement | * Often has difficulty getting along with others.
* Allows personal bias to affect job relationships.
* Requires reminders regarding needs and sensitivities of others.
* Inconsistently adheres to EEO/ diversity program requirements
 |
| Unsatisfactory | * Interpersonal relationships are counter-productive to work unit or team functions.
* Often ignores EEO/ diversity program requirements.
 |

### Work Habits

| Rating | Definition |
| --- | --- |
| Outstanding | * Work reflects maximum innovative use of time and resources to consistently surpass expectations and improve operations.
* Serves as a role model with regard to work policies and safety standards.
 |
| Commendable | * Frequently plans/organizes work to timely and effectively accomplish job duties with appropriate use of resources.
* Suggests/implements improvements and exceeds organizational work/safety rules and standards.
 |
| Satisfactory | * Work is planned to meet routine volume and timeliness and usually fulfills operational and customer service needs.
* Adheres to organizational work policies/safety rules and procedures with few exceptions.
 |
| Needs Improvement | * Frequently lacks organization and planning of work and does not adequately use available resources.
* Often does not meet standards in complying with work policies/safety rules and/or care of equipment.
 |
| Unsatisfactory | * Consistently fails to meet expected standards due to lack of effective organization, use of equipment/resources, or inattention to customer service needs.
* Resists established work policies/safety rules and procedures
 |

### Supervision/Management

| Rating | Definition |
| --- | --- |
| Outstanding | * Regularly exceeds expectations.
* Implements innovative policies, resources, and technology to maximize efficiency and service.
* Committed to and promotes excellence; leads by example energizing performance and teamwork.
* Uses and encourages creative decisions and solutions.
* Acts a positive change agent.
 |
| Commendable | * Meets and frequently exceeds expectations.
* Improves efficiency and customer service.
* Provides staff with innovative and constructive direction, delegation, feedback, mentoring, and recognition.
* Adheres to performance management/ administrative policies.
* Makes sound decisions.
* Promotes and maintains teamwork, inclusiveness, respect, and creativity.
 |
| Satisfactory | * Meets most expectations timely and effectively.
* Maintains acceptable efficiency and customer service.
* Provides staff necessary direction, feedback, development, and recognition.
* Makes decisions that usually reflect sound judgment.
* Usually adheres to administrative policies.
* Encourages innovation, teamwork, and inclusiveness.
 |
| Needs Improvement | * Often fails to meet expectations timely and effectively.
* Efficiency and customer service occasionally fall below standards.
* Inadequately directs, trains, monitors, and recognizes staff.
* Inadequately fulfills administrative and performance management functions.
* Often lacks good judgment in decisions.
* Lacks leadership in promoting innovation, teamwork, and inclusiveness.
 |
| Unsatisfactory | * Consistently fails to meet expectations timely or effectively.
* Delivers unacceptable customer service or operational efficiency.
* Disregards or ineffectively provides staff direction, monitoring, and development.
* Often ignores performance management or administrative policies.
* Is indecisive or lacks good judgment.
* Resists change.
 |

### Overall Rating

| Rating | Definition |
| --- | --- |
| Outstanding | * Employee consistently and significantly exceeds job expectations and standards and demonstrates a high degree of initiative, customer service, and quality of work.
 |
| Commendable | * Employee meets and frequently exceeds job expectations and standards and demonstrates a high degree of initiative, customer service, and quality of work.
 |
| Satisfactory | * Employee meets the expectations and standards of the employee’s job in a fully adequate way.
 |
| Needs Improvement | * Employee meets many of the expectations of the job in a satisfactory manner but often fails to adequately meet some of the expectations or standards. Improvement is required.
 |
| Unsatisfactory | * Employee fails to meet many job expectations and standards. Performance deficiencies must be corrected.
 |