

Manager's Manager Instructions for Reviewing and Approving Employee Evaluations

1. Review the employee and manager evaluations. In the summary section either **Approve** or **Send Back**.

The screenshot displays a web interface for reviewing employee evaluations. On the left, a sidebar titled 'Review' contains a navigation menu with four items: 'Accomplishments, Strengths, and Goals', 'Supporting Documents', 'Overall', and 'Summary'. The 'Summary' item is highlighted. Above the menu, it says 'Manager Evaluation: Non-Union Staff Appraisal' and 'Evaluated By:'. A date range '01/01/2025 - 12/31/2025' is also visible. The main content area on the right shows a text box for a comment, which is currently empty and has a placeholder text 'enter your comment'. Below this is a 'Process History' section with two entries: 'Complete Manager Evaluation for Performance Review - Submitted' (6 days ago) and 'Approval by Primary Manager's Manager - Awaiting Action'. At the bottom of the main content area, there are two buttons: 'Approve' (orange) and 'Send Back' (white with a grey border). A red rectangular box highlights the comment text box and the 'Approve' and 'Send Back' buttons.

Review |←

Manager Evaluation:
Non-Union Staff Appraisal

Actions

01/01/2025 - 12/31/2025

Evaluated By:

Accomplishments, Strengths, and Goals

Supporting Documents

Overall

Summary

and to the required standard. He always has an upbeat, cheerful and positive attitude that benefits other members of the team. Most importantly, he is always willing to assist others and help them do good work.

enter your comment

Comments are optional and will only be seen by the manager, NOT the employee

Process History

6 days ago

Complete Manager Evaluation for Performance Review - Submitted

Approval by Primary Manager's Manager - Awaiting Action

Approve Send Back

- Comments are OPTIONAL and will only be seen by the manager, not the employee.
- If **Send Back** is chosen, click the employee or manager name and send back reason.
- Once you select **Approve** the business process will route back to the manager to acknowledge the approved evaluation and schedule a 1:1 meeting with the employee.