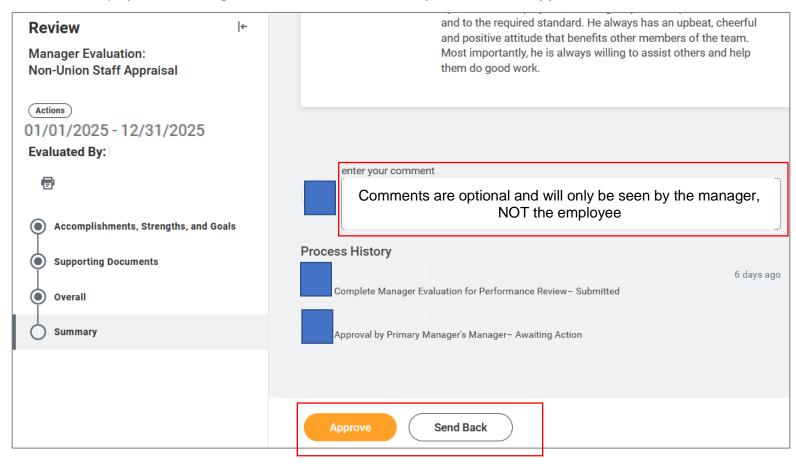
## Manager's Manager Instructions for Reviewing and Approving Employee Evaluations

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



- 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.