

PERFORMANCE ASSESSMENTS

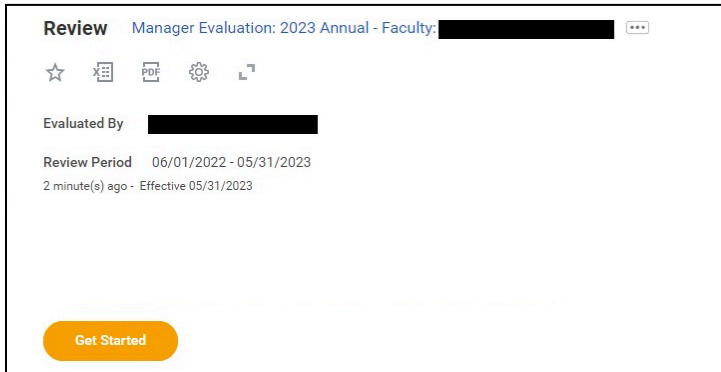
FOR NEXT LEVEL MANAGERS



COMPLETING A PERFORMANCE ASSESSMENT AS A NEXT LEVEL MANAGER

As the next level manager, you will receive a notification in your **My Tasks** giving you the opportunity to review or return the performance assessment.

1. Click on the **My Tasks** icon in the upper right corner of the screen. You can also click on the notification in the **Awaiting Your Action** box on the home screen.
2. Select the appropriate action in the Actions menu on the left.
3. Review the comments and performance categories, then determine whether to **Approve** or **Send Back**.



4. If **Send Back** is chosen, you must select an individual to return the assessment to and provide a reason. Click **Send**.

