EVALUATION PROCESS: 2ND LEVEL EVALUATOR ROLE

The 2nd Level Evaluator has two important responsibilities in the Performance Evaluation Process:

- The 2nd Level Evaluator ensures that the supervisor's rating is appropriate for the employee's performance and supporting documentation for the rating is included.
- The 2nd Level Evaluator checks to see if the rating is consistent with others who have similar performance, position descriptions, and job duties.

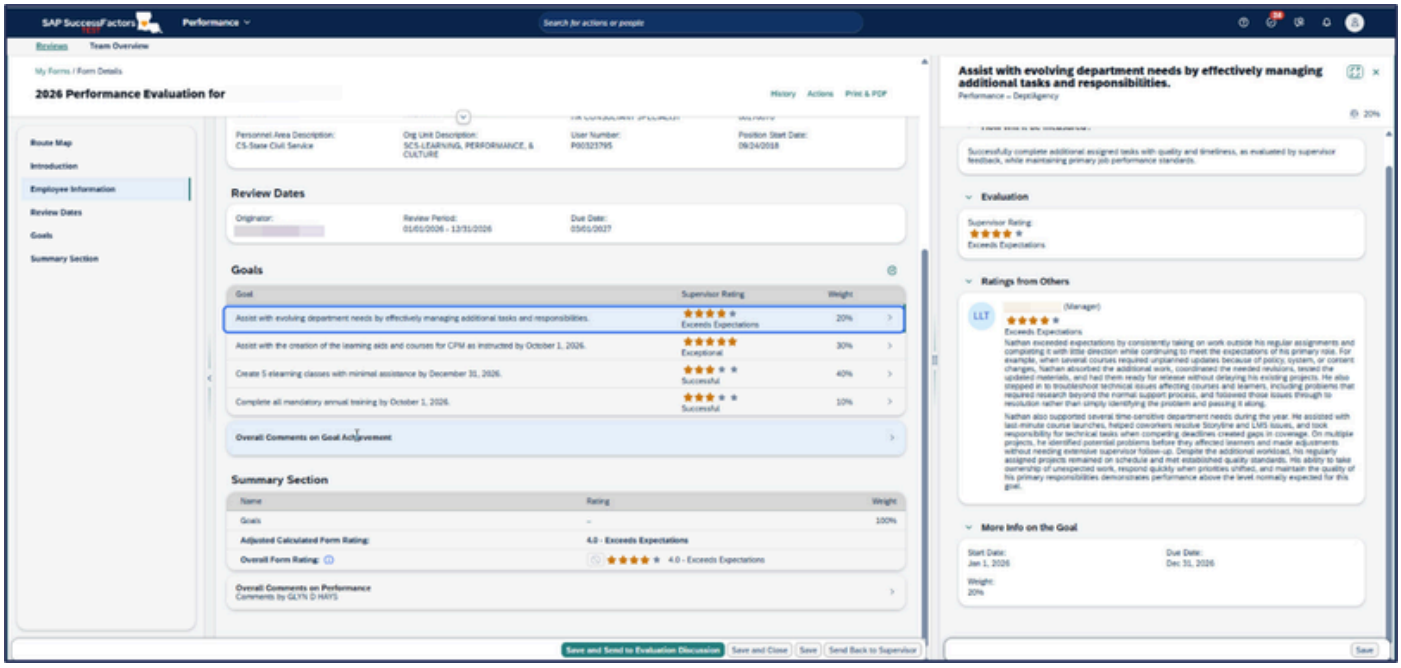
1 NAVIGATE TO FORM

You can find your form either by:

- Clicking on **Performance** and, then, **Reviews** in the **Main Menu**. Open the correct Performance Evaluation form in your inbox.
- Click on the correct notification box in the **Needs Attention** section.

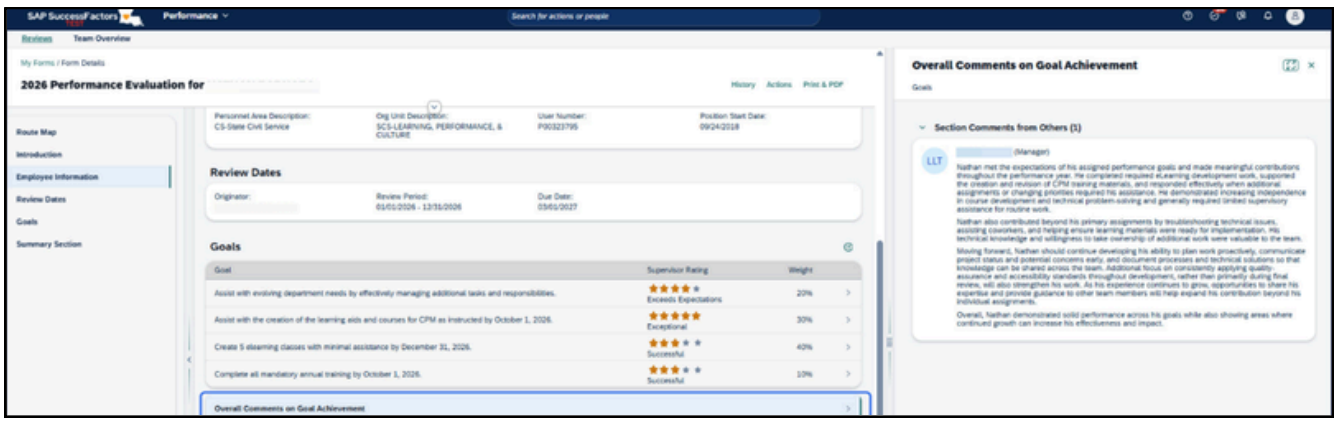
2 REVIEW RATINGS FOR GOALS

- Scroll to the **Goals section** of the form.
- Select **each goal** to open a panel on the right.
- **Review the rating and comments.**



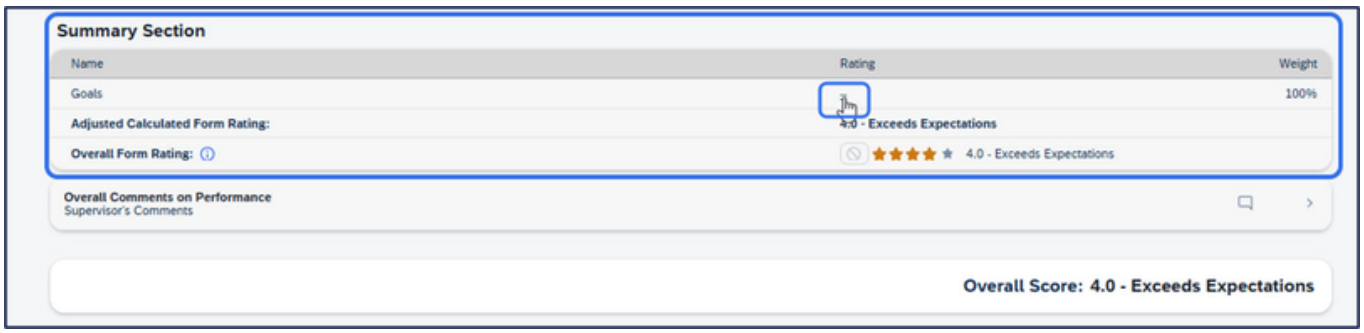
3 REVIEW COMMENTS ON GOAL ACHIEVEMENT

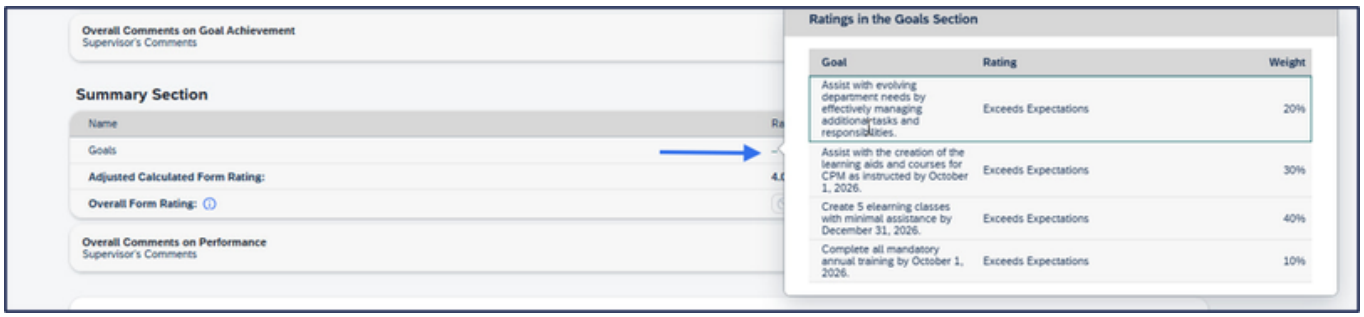
- Select **Overall Comments on Goal Achievement** to open the panel for review.
- The system does not indicate if comments have been added. You must select this box to open the panel for review.



4 REVIEW THE ADJUSTED CALCULATED FORM RATING

- The **Summary Section** shows the **Overall Form Rating**, **Adjusted Calculated Form Rating**, as well as the rating and weight of each goal.
- Select the – to see the goals in detail.

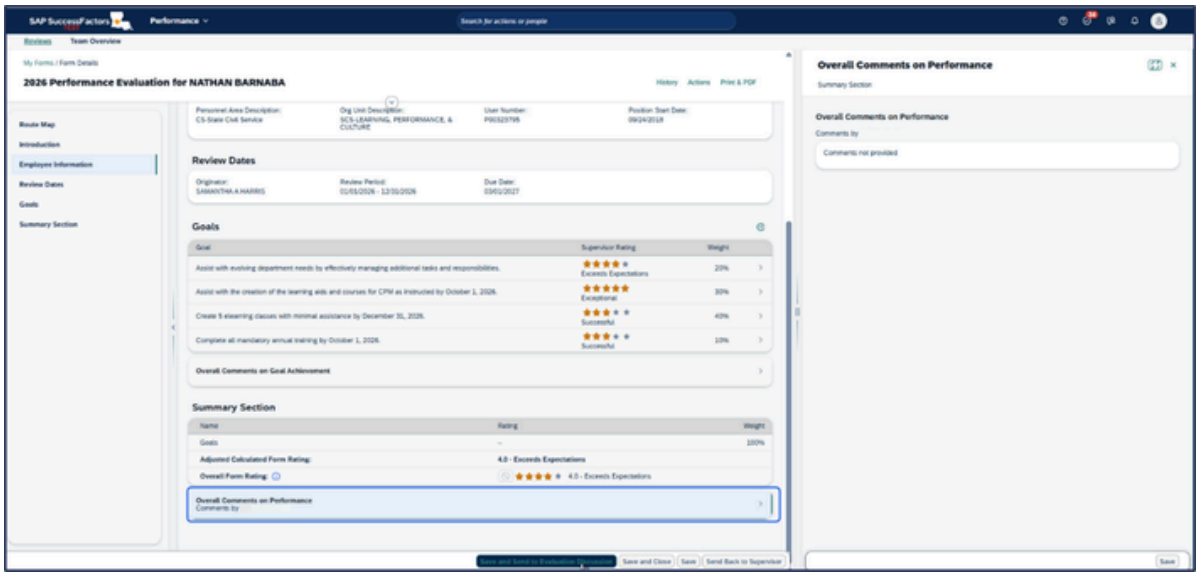




You cannot change the **Adjusted Calculated Form Rating**. The system automatically calculates the employee's overall score based on the individual goal ratings assigned by the supervisor.

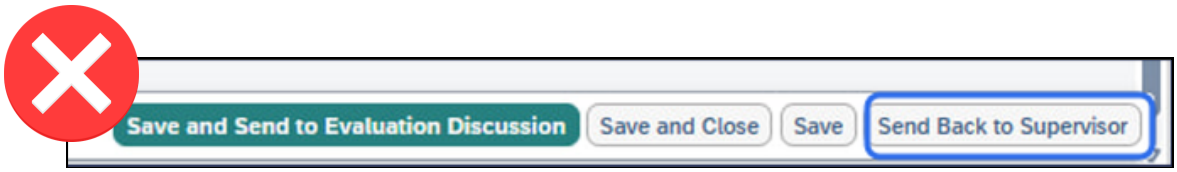
5 REVIEW COMMENTS ON OVERALL PERFORMANCE

- Select **Overall Comments on Performance** to review.
- The system does not indicate if comments have been added. You must select this box to open the panel for review.



6 IF YOU DO NOT APPROVE THE RATINGS

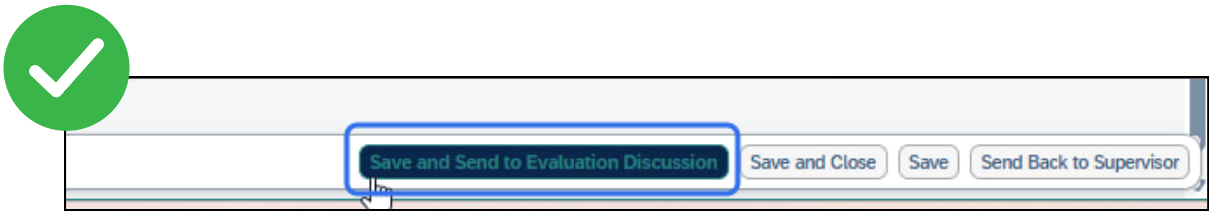
- If you do **NOT** approve of the ratings, click **Send Back to Supervisor**.



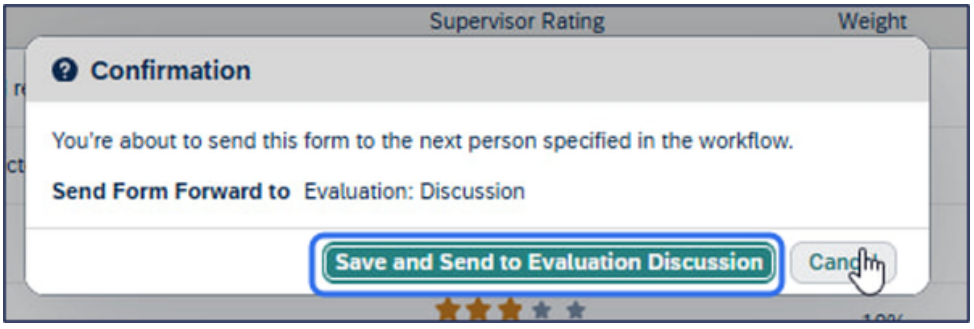
- The next screen asks you to confirm your selection. You must click on **Send Back to Supervisor** again for the form to be returned.
- **You will need to contact the supervisor to discuss why you are returning the form.**

7 IF YOUR APPROVE THE RATINGS

- If you **DO** approve of the planning form, click **Save and Send to Evaluation Discussion**.



- The next screen asks you to confirm your selection. You must click on **Send to Planning Discussion** again for the form to be returned.



When you Save and Send to the Evaluation Discuss, the form will be **sent to both the supervisor and the employee simultaneously.**