Transition Rating Task

Step 3: 2\textsuperscript{nd} Level Supervisor Review

- The Transition Rating Task is used to rate job performance from January 1, 2021 through June 30, 2022 as the Performance Rating timeframe will move to a fiscal year.

- This is a Rating task only.

- The Planning for the next fiscal year will be completed in the 22/23 Planning task that will be launched in July ‘22

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Cannot make changes to a Review; has View Only privileges

Second Level Supervisor

If a change to the Review is required, it must be rolled back to the Supervisor’s queue
After reviewing each page, the second level Supervisor need only:
- Acknowledge
- Sign
- Submit

Second Level Supervisor can enter comments

Task is routed back to Employee’s Supervisor’s queue