

Transition Rating Task

Step 3: 2nd 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



Cannot make changes to a Review; has View Only privileges



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

Second Level Evaluator

I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.

Sign

Comment

B I U S I_x | **☰ ☲ ☱** | **☒ ☓** | **ABC**

This employee is an asset to the University

Back **Save and Exit** **Submit**



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

