


Transition Rating Task

Step 4: Supervisor Discussion and Sign-Off



Pending Performance Tasks box holds a maximum of 10 tasks. Additional tasks should be accessed by clicking on the Navigation icon () > Performance > Performance Reviews



Supervisor meets with Employee to discuss each page of the review



Changes to the ratings CAN be made at this time if the discussion with the employee reveals information that justifies a change.

Supervisor acknowledges, signs, then submits the task

By your electronic signature you acknowledge that you have discussed the competencies with this employee and he/she understands the expectations for the review period.

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

Second Level Evaluator

Manual Signature on the printable version

Sign

Comment

B I U S Ix [List Icons] [ABC]

Check Box
Click "Sign"
Then Submit

Back

Save and Exit

Submit

Task will be routed to Employee's queue for his/her acknowledgement. Supervisor should advise Employee to look for the task and acknowledge as soon as possible. This task is not complete until the Employee Acknowledges.

