

Completing Next-level Manager Evaluation

1. Next level manager will receive an inbox action item to review and approve the manager evaluation. Click to open.



Manager Evaluation: 2022 - 2023 Staff Review (Non Supervisory):

Inbox - 10 second(s) ago

 [Go to All Inbox Items \(1\)](#)

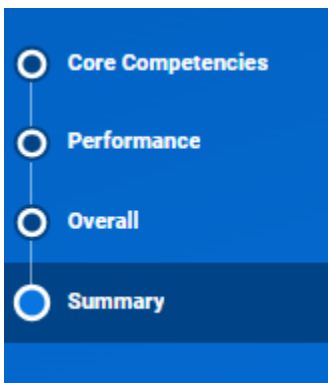
2. From the inbox item, click **Get Started**.

Review Period 10/29/2022 - 10/20/2023

Instructions: Click in each section to add a rating. Comments may be added by the employee and are required for manager

Get Started

3. Next level manager will review completed evaluation (including core competencies, performance and overall).



4. To approve, click **Approve**. To send back to the direct manager for revisions, click **Send Back**.



5. After you click **Approve**, you will receive a notice that the event was successfully submitted.

