

Completing Employee Acknowledgement

1. Once a manager and employee have met to review evaluation, manager will submit review for employee to acknowledge receipt.

2. Employee will receive an inbox action item to acknowledge receipt. Click to open.



Manager Evaluation: 2022 - 2023 Staff Review (Supervisory): Kelly Lewis

Inbox - 1 minute(s) ago

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

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

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

Confirm receipt of your review by clicking in the status box and selecting acknowledgement. A comment may be added before clicking Submi

Get Started

4. Review the **Summary** and click **Next** to move to the acknowledgement.

Back

Next

Close

5. Click in the **Status** field.

Acknowledgement

Employee

Status *

Comment

Format ▼ **B** *I* U ▲ ▼ ☰ 🔗 ↕

6. Select **I acknowledge receipt of this review**.

*

☐ I acknowledge receipt of this review

7. Enter a comment in the **Comment** section if desired (comment is not required).

Acknowledgement

Employee

Status *

✕ I acknowledge receipt of this review ☰

Comment

Normal ▼ **B** *I* U ▲ ▼ ☰ 🔗 ↕

8. To complete, click **Submit**.

Submit

Save for Later

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

