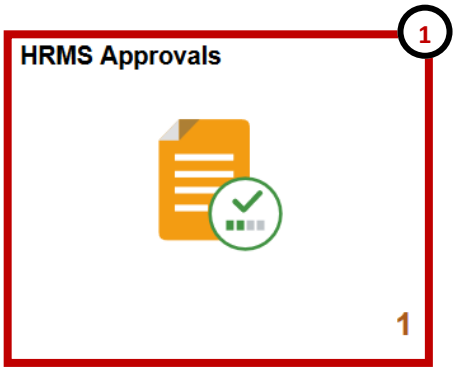
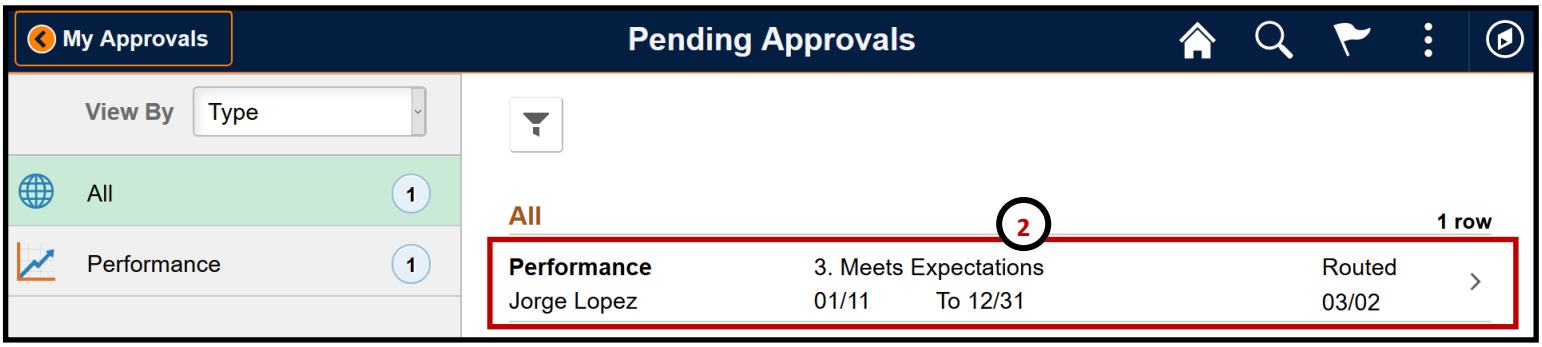
Next Level Supervisor - Approve/Deny

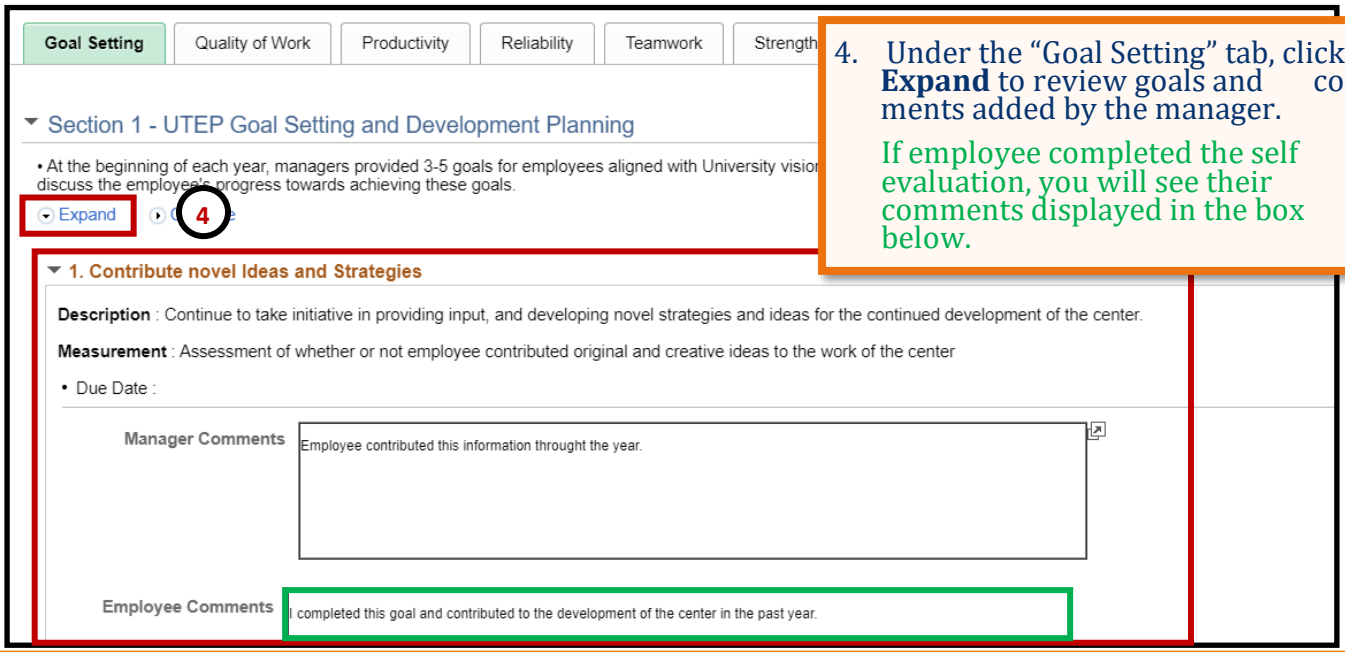
After the Manager has completed the evaluation, the Next Level Supervisor will review the document and can approve or deny the document – denying the document will simply send it back for modification.



1. Log into PeopleSoft , from the Employee Self Service home page select the **HRMS Approvals** tile.
2. Under "Pending Approvals" select the **Performance** transaction type for the respective employee.



3. You will then see the Performance Summary and rating for the employee. Use the **View Performance Detail** link to review the evaluation.



4. Under the "Goal Setting" tab, click **Expand** to review goals and com-ments added by the manager.

   If employee completed the self evaluation, you will see their comments displayed in the box below.

Next Level Supervisor - Approve/Deny

Goal Setting | Quality of Work | Productivity | Reliability | Teamwork | Strengths/Challenges | Overall Summary | Employee Comments

Section 2 - UTEP Performance Criteria - Quality of Work

Sections 2 through 5 - Assign ratings.

• Quality of work is a criterion defining the quality of the employee's job performance. Identifying the areas associated to the employee's competencies which means the employee produces work related to the job requirements.

Expand | Collapse

Knowledge

Description : Knowledgeable in duties and terminology associated to job functions. Uses resources to increase knowledge and proactively shares knowledge with others.

1. Unsatisfactory | 2. Needs Improvement | 3. Meets Expectations | 4. Exceeds Expectations | 5. Exceptional

Manager Rating 4. Exceeds Expectations 4.00

Employee Rating 4. Exceeds Expectations

UTEP Performance Criteria - Quality of Work Summary

1. Unsatisfactory | 2. Needs Improvement | 3. Meets Expectations

Manager Rating 4. Exceeds Expectations 4.00

Comments: Employee's quality of work exceeds expectations.

Employee Rating 4. Exceeds Expectations

Employee Comments: My quality of work has been above average, I have exceeded expectations in my job.

5. Select the **Quality of Work** tab.
6. Click **Expand** to see all competencies and ratings.

   If employee completed the self evaluation, you will see the Employee Rating displayed under the Manager Rating.
7. Review **Manager Comments & Criteria Rating** under the summary section.

   If employee completed the self evaluation, you will see their comments displayed in the box below.
8. Repeat steps 5-7 for the following tabs:
   a. **Productivity**
   b. **Reliability**
   c. **Teamwork**

Goal Setting | Quality of Work | Productivity | Reliability | Teamwork | Strengths/Challenges | Overall Summary | Employee Comments

Section 6 - UTEP Performance Strengths and Challenges

Section 6 identifies employee's **STRENGTH** and **CHALLENGES** during the evaluation period.

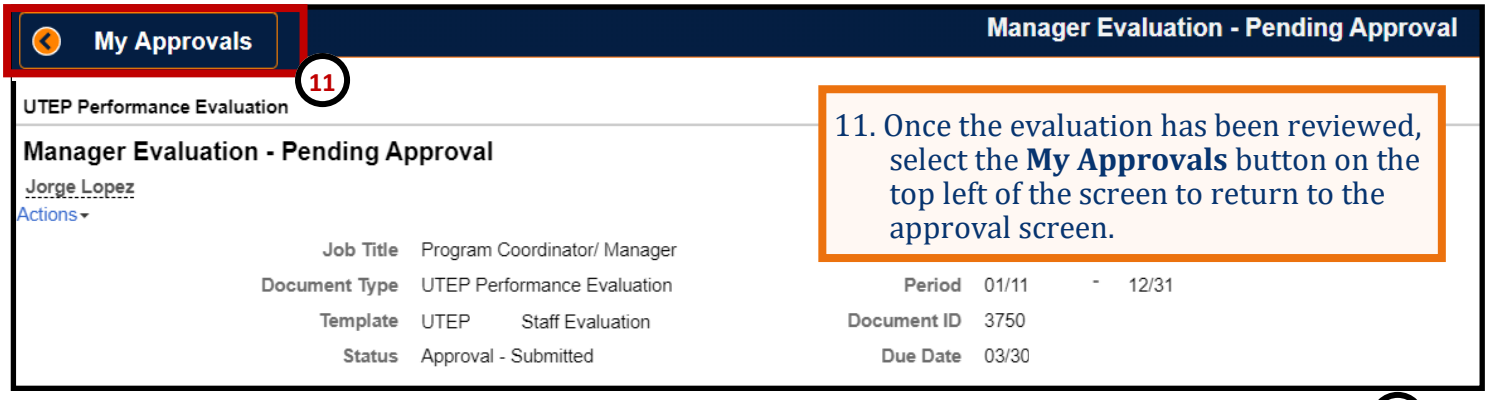
Expand | Collapse

What are the employee's strengths?

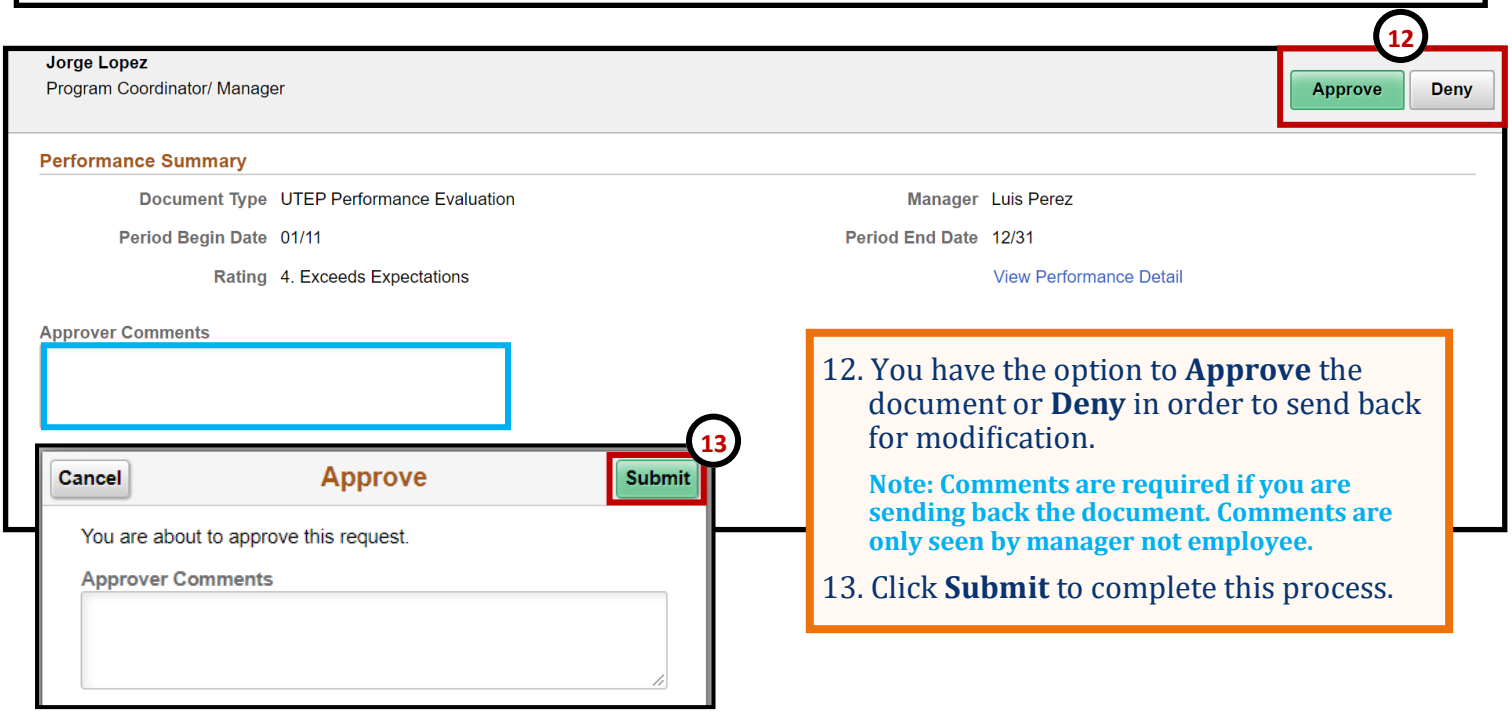
Manager Comments: Employee manages their time well and provides great customer service.

9. Go to the **Strengths/Challenges** tab.
10. Click the **Expand** link and review each inquiry under **Strengths and Challenges**.

Next Level Supervisor - Approve/Deny



11. Once the evaluation has been reviewed, select the **My Approvals** button on the top left of the screen to return to the approval screen.



12. You have the option to **Approve** the document or **Deny** in order to send back for modification.

    Note: Comments are required if you are sending back the document. Comments are only seen by manager not employee.

13. Click **Submit** to complete this process.