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. From the PeopleSoft homepage, select the Manager Self Service option from the dropdown.
2. Select the Team Performance tile.
3. Go to Approve Documents from the sidebar.
4. Select the employee document submitted.

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

6. Under the “Goal Setting” tab, click Expand to review goals and comments added by the manager. If employee completed the self evaluation, you will see their comments displayed in the box below.
7. Select the **Quality of Work** tab.
8. 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.
9. 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.
10. Repeat steps 8-9 for the following tabs:
    a. Productivity
    b. Reliability
    c. Teamwork

11. Go to the **Strengths/Challenges** tab.
12. Click the Expand link and review each inquiry under Strengths and Challenges.
13. Once the evaluation has been reviewed, select the Approval button on the top left of the screen to return to the approval screen.

14. 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.

15. Click Submit to complete this process.