Manager - Reopen Evaluations

The Reopen Evaluation option is used when changes need to be made to an evaluation after it has been approved by the Next Level Supervisor. It can only be used if the evaluation holds one of the following statuses: Share with Employee, Request Acknowledgement, or Acknowledged.

1. From the PeopleSoft homepage, select the Manager Self Service option from the dropdown.
2. Select the Team Performance tile.
3. A list of available current documents will appear. Select the document, make sure it holds one of the following statuses: Share with Employee, Request Acknowledgement, or Acknowledged.
4. Click on the Reopen link. Please note, using the “Reopen” option will restart the workflow of the evaluation and the Next Level Supervisor’s approval will be required once again.
5. Select Confirm to Reopen the evaluation and proceed to make changes to the evaluation.