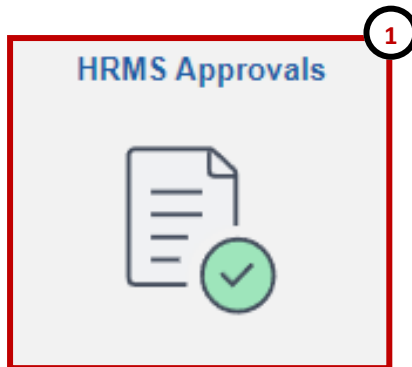


Next Level Supervisor - Approve/Deny

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.

My Approvals

Pending Approvals

View By Type

All 1

Performance 1

All

Performance

Performance

3. Meets Expectations

Jorge Lopez

01/11 To 12/31

Routed

03/02

>

1 row

Jorge Lopez
Program Coordinator/ Manager

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

Approve Deny

Performance Summary

Document Type UTEP Performance Evaluation

Manager Luis Perez

Period Begin Date 01/11

Period End Date 12/31

Rating 4. Exceeds Expectations

View Performance Detail

Goal Setting

Quality of Work

Productivity

Reliability

Teamwork

Strength

Section 1 - UTEP Goal Setting and Development Planning

At the beginning of each year, managers provided 3-5 goals for employees aligned with University vision discuss the employee's progress towards achieving these goals.

Expand

1. Contribute novel Ideas and Strategies

Description : Continue to take initiative in providing input, and developing novel strategies and ideas for the continued development of the center.

Measurement : Assessment of whether or not employee contributed original and creative ideas to the work of the center

Due Date :

Manager Comments

Employee contributed this information throughout the year.

Employee Comments

I completed this goal and contributed to the development of the center in the past year.

4. 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.

Next Level Supervisor - Approve/Deny

5

Quality of Work

a

b

c

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

6

▼ 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

7

▼ 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

9

▼ Section 6 - UTEP Performance Strengths and Challenges

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

Expand Collapse

10

▼ 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

My Approvals

Manager Evaluation - Pending Approval

UTEP Performance Evaluation

11

Manager Evaluation - Pending Approval

Jorge Lopez

Actions

Job Title

Program Coordinator/ Manager

Document Type

UTEP Performance Evaluation

Template

UTEP Staff Evaluation

Status

Approval - Submitted

Period

01/11 - 12/31

Document ID

3750

Due Date

03/30

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.

Jorge Lopez

Program Coordinator/ Manager

Approve

Deny

12

Performance Summary

Document Type

UTEP Performance Evaluation

Period Begin Date

01/11

Rating

4. Exceeds Expectations

Manager

Luis Perez

Period End Date

12/31

[View Performance Detail](#)

Approver Comments

13

Cancel

Approve

Submit

You are about to approve this request.

Approver Comments

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.