Second Level Approver Guide
Second Level Approver Expectations

- Work with your direct reports in order to reach similar definitions of the rating scale

- This is important as increases fairness and consistency to the process

- If you have multiple evaluators in your reporting line, consider using the reporting directions that follow to analyze rating consistency at a high level prior to beginning your review
Access: myPerformance

- From myHR, choose the **Training & Performance** tile
- Log in to myPerformance using your single sign on
Reporting Capability
Reporting: Generate a Score Report

- On the home page you can find the Shortcut **View Reports**
Reporting: Generate a Score Report

- Click the **pencil icon** next to the **FY19 Score Report**
Reporting: Generate a Score Report

- Select the dropdown menu under **Group by** and choose **Evaluator**
- Click the **blue play button icon** to run the report
Reporting: Analyzing a Score Report

- Observe the score distribution of your entire evaluator group
- Drill down to detail by evaluator
Reporting: Analyzing a Score Report

- You can also view scores for each employee.
- Click on the column headers to reorder (e.g., alphabetical, by score, etc.).
- This information can also be exported to Excel.
Analyzing a Score Report

- As you review the report consider the following questions:

  What does the overall distribution look like? Does that distribution corroborate the results your unit accomplished in the past year?

  What do the score distributions by each manager look like? Does it appear that one manager is a more difficult or lenient rater than other managers?

  Look at the employees that have similar scores. When considering the results those employees accomplished, does that grouping make sense?
Completing Your Review and Approval
Access: Your Tasks

- From the home screen, click on the pending task **Review appraisals for second level reports** or click on **All Tasks**
Access: The Appraisal

- Locate the employee and select **Review & Approve** next to their name
Review: The Form

- Use the **Form Navigator** to specific sections, such as Rating Scale or Success Factors
- Use the buttons across the top to **Save Changes**, **Submit**, or send for **Return to Author**
Review: Split Screen

- Click the **Employee Records** icon to see available **Goals**, **Development Plans**, **Feedback**, and **Documents**
- Click the **Employee Records** icon to see Goals, Development Plans, Feedback, and Documents
- Select the type of record you wish to review
- The menu will display available content for that record
- If there are no past records, the split screen option will not be available
Review: Edit Ratings

- The you can also directly edit the ratings
Review: Annotations

- Review and add a comment to an exiting annotations, create a new annotation
Review: Edit Comments

- You can also edit or add to the overall comments at the end of the appraisal.
- Consider writing your own personal note to the employee.
Review: Save Changes

- To continue your review at a later date, choose **Save Changes**
**Review: Return to Author**

- **Return to Author** sends the appraisal back to the evaluator
- It will be re-submitted for second level approval
Review: Approve

- **Approve** returns the appraisal to the evaluator to be delivered.