Third Party Review: Overview

- A third party review can be used in any case where a supervisor would like to get feedback on an employee from someone outside of their reporting line
  - For instance, if an employee has two supervisors (e.g. dual positions or a matrix reporting environment), one manager would likely want the other’s feedback
- Third party reviewers are not able to edit the appraisal; they can only provide annotations
- Evaluators can cancel a third party review at any time during the step of the process where the appraisal is drafted
Third Party Review: Assignment

- If an evaluator would like to get feedback from another person, click on the button **Third Party Review** (top right).
- Search for the name, highlight, and click **Send**.
- This can be done before or after evaluator has started drafting.
Third Party Review: View Appraisal

- The evaluator cannot work on the appraisal (only view) while out for review.
Third Party Review: Cancel

- Cancel third party review to get it back if they have not returned it timely
Third Party Reviewer:
How to Access the Appraisal and Submit Your Review
Access: myPerformance

- From myHR, choose the **Training & Performance** tile
- Log in to myPerformance using your single sign on on
Access: Your Tasks

- If you receive a feedback request as a third party, you will see it on your home screen
- Click on the pending task to access the appraisal form
Third Party Review: Edit Appraisal

- Click on **Edit Appraisal**
Third Party Review: Navigation

- Use the **Form Navigator** to go to specific sections such as Rating Scale or Success Factors.
- Use the buttons across the top to **Save Changes** and **Submit** your review.
- Annotations to review (if the evaluator added any).
Third Party Review

- Click on the **exclamation icon** to review an annotation
- Add comments regarding the same Success Factor as the annotation if desired
Third Party Review:

- **Save Changes** to continue to work on the draft later
- **Complete** to return the appraisal to the evaluator
Access the Third Party Review Feedback
Once the Third Party Review is back, review annotations, and complete the appraisal.
## Third Party Review: Annotations

- Review all annotations to be able to submit for second level approval.
Third Party Review: Annotations

- Click on the **annotation icon** to review the annotation.
Third Party Review: Considerations

- It is important to note that annotations are viewable to the evaluator conducting the appraisal, and to the second level approver, but not to the employee.

- If you wish to make the annotations available to the employee, please copy and paste into the comment section at the end of the appraisal.