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Overview
Once managers complete the employee appraisal, the Next Level manager reviews the document and can approve or deny the document. Denying the document will simply send it back for modification.

Manager Submits Evaluation for Next Level Approval

Next Level Supervisor Accesses PeopleSoft

Next Level Supervisor Reviews Evaluation

Approves or Denies Evaluation (for modification)

• This section requires the NLS to review manager comments and criteria rating for employee’s Core Values, Operation Excellence, Personal Growth, Leadership and Operation Excellence (if applicable).

• Submission generates email to manager

Next Level Supervisor Process Completed

Evaluation available in Historical Documents
Step 1 of 9 – Manager Self-Service
Select the **Manager Self-Service** option from the drop-down on the PeopleSoft homepage.

Step 2 of 9 – Team Performance Tile
Select the **Team Performance** tile.

Step 3 of 9 – Approve Documents
Select **Approve Documents** from the navigation collection.
Step 4 of 9 – Approve Documents
A list of available employee documents submitted will appear. Click on employee’s name to continue.

<table>
<thead>
<tr>
<th>Name</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Document Status</th>
<th>Approval Status</th>
<th>Submitted By</th>
<th>Document Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>02/19/2020</td>
<td>02/19/2020</td>
<td>Approval</td>
<td>Submitted</td>
<td>Carl Davis</td>
<td>UTSA Performance Evaluation</td>
</tr>
</tbody>
</table>

Step 5 of 9 – View Performance Detail
The Performance Summary will display the overall rating for the employee. Select the View Performance Detail link to review the evaluation.

**Performance Summary**

- **Document Type**: UTSA Performance Evaluation
- **Period Begin Date**: 02/19/20
- **Manager**: Carl Davis
- **Period End Date**: 02/19/20
- **Rating**: 5. Role Model

**Approver Comments**

**Approval Chain**
Step 6 of 9 – Evaluate Goals
Select the **Goals** tab, review manager and employee comments for each goal.

<table>
<thead>
<tr>
<th>Goals</th>
<th>Core Values</th>
<th>Operation Excellence</th>
<th>Personal Growth</th>
<th>Summary</th>
<th>EE Acknowledgement</th>
</tr>
</thead>
</table>

**Section 1 - Goals**
Goal setting is a process in which the employee and supervisor set goals for the upcoming performance year.
To increase effectiveness, goals should be specific, measurable, achievable, relevant, and bound to a timeline for completion.

**Goal 1: Certification**
*Description:* Obtain SHRM certification by May 2020.

<table>
<thead>
<tr>
<th>Manager Rating</th>
<th>Goal Achieved</th>
<th>Manager Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager Comments</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Rating</th>
<th>Goal Achieved</th>
<th>Employee Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Comments</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 7 of 9 – Comments
Repeat step 6 for the following tabs:
- a. **Core Values**
- b. **Operation Excellence**
- c. **Personal Growth**
- d. **Summary**

**Note:** People Leaders have additional tabs.
Step 8 of 9 – Approval

Once the evaluation has been reviewed, select the Approval button on the top left of the screen to return to the approval screen.
Step 9 of 9 – Submit
You have the option to **Approve** the document or **Deny** to send back for modification.

**Note:** Comments are required if you are sending the document back for revision. Comments are only seen by manager not employee.

Click **Submit** to complete this process.