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.
Team Performance

1. Select the **Manager Self-Service** option from the drop-down on the PeopleSoft homepage.

2. Select the **Team Performance** tile.

3. Select **Approve Documents** from the navigation collection.
4. Click on employee’s name to continue.
   • The **Performance Summary** will display the overall rating for the employee.
   • Select the **View Performance Detail** link to review the evaluation.
Review Content

5. Select the **Goals** tab, review **Manager and Employee** comments for each goal.

6. Repeat step 5 for the following tabs:
   - Core Values
   - Operation Excellence
   - Personal Growth
   - Summary
Submit Response

7. Once the evaluation is reviewed, select the Approval button on the top left of the screen.

8. Select Approve or Deny to send back for modification.
   • Note: Comments required if sending the document back for revision.
   • Click Submit to complete this process.
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