

2013

Employee Reviews Supervisor/Manager Input and Acknowledges Performance Document



Employee Reviews Manager Input and Acknowledges Document

The Employee can view the Supervisor/Manager (Rater) input once the Supervisor/Manager (Rater) has completed entering the comments into the performance evaluation. Once the manager marks the performance evaluation 'Ready for Review', the Employee can access the performance document using the ePerformance tool. The performance document can also be printed. The next step is for the Manager (Rater) and the Employee to discuss the Manager (Rater) input together. The Manager (Rater) will then mark the document as 'Review Held', and the Employee will then be able to 'Acknowledge' the document within the ePerformance tool.

Employee Reviews Manager Input

1. Employee Navigates to : [myOhio > Career Resources > My Development Documents > Current Documents](#)
2. Click the Document Type of the document you would like to view.

NOTE: You can also view the Supervisor/Manager (Rater) input for Performance Reviews by navigating to: [myOhio > Career Resources > My Performance Documents > Current Documents](#) and then following the rest of the steps shown here.

CAREER DEVELOPMENT MGR	01/03/2013	12/31/2013	Customer Service Assistant 1	Available for Review	LISA Baker
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3. Click the [View](#) hyperlink next to the **Review Manager Evaluation** step on the **Document Details** page.

Review Manager Evaluation		Available for Review	03/01/2014	View
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4. On the **Manager Evaluation** page, click the [Expand All](#) hyperlink to expand all the sections.
5. Scroll down and review the Manager (Rater) input for the different sections.
6. Once all the Sections have been reviewed, click the [Return to Document Detail](#) link.

[Return to Document Detail](#)

Employee Acknowledges a Performance Document

After you and your Supervisor/Manager (Rater) discuss the Supervisor/Manager (Rater) input, you will be able to acknowledge the review.

1. Employee Navigates to : [myOhio > Career Resources > My Development Documents > Current Documents](#)

NOTE: You can also acknowledge Performance Reviews by navigating to: [myOhio > Career Resources > My Performance Documents > Current Documents](#) and then following the rest of the steps shown here.

- Click the Document Type of the document you would like to view.

CAREER DEVELOPMENT MGR	01/03/2013	12/31/2013	Customer Service Assistant 1	Review Held	LISA Baker
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- Click the **View** hyperlink next to the **Review Manager Evaluation** step on the **Document Details** page.

Review Manager Evaluation		Review Held	03/01/2014	View	Acknowledge
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- On the **Manager Evaluation** page, click the **Expand All** hyperlink to expand all the sections.

[Expand All](#)

- Scroll down and review the different sections.

[Acknowledge Review](#)

- Click the **Acknowledge Review** button.

- Click the **I have** checkbox.

You have chosen to acknowledge your development evaluation. To confirm this acknowledgement, select the OK button.

I have read the above. **I have** **I have not responded on an attached document.**

- Click the **No** checkbox.

My signature merely indicates an acknowledgement that I have reviewed a copy of the completed evaluation; it does not indicate agreement with its contents. I understand that performance reviews may be appealed and that failure to sign this form waives my right to appeal.

I am exercising my right to refuse to sign this document. Please check the appropriate response:

Yes **No**

- Click the **OK** button.