

2016

Employee Reviews Manager Ratings and Acknowledges Performance Document

Employee



Revised:

6/23/2016

Employee Reviews Ratings and Acknowledges Document

You (the Employee) can view your Manager (Rater)’s ratings once he or she has completed entering the ratings and comments into the performance evaluation. Once your Manager (Rater) marks the performance evaluation “Ready for Review,” you can access the performance document using the ePerformance tool. The performance document can also be printed. The next step is for you and your Manager (Rater) to discuss the feedback together. He or she will then mark the document as “Review Held,” and you will then be able to “Acknowledge” the document within the ePerformance tool.

Employee Reviews Manager (Rater) Ratings

1. Navigate to: [myOhio > Career Resources > My Performance Documents > Current Documents](#).
2. Click the name of the document in the Document Type column that you would like to view. The status column will indicate if a document is available for review.

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

Current Performance Documents

Listed below are your current performance documents.

Performance Documents					
Document Type	Begin Date	End Date	Job Title	Status	Manager
PROBATIONARY REVIEW	11/22/2022	11/29/2022	Human Capital Management Mgr	Available for Review	

3. Click the [View](#) hyperlink next to the **Review Manager Evaluation** step on the **Document Details** page.

Document Progress				
Step	Status	Due Date	Action	Next Action
Establish Evaluation Criteria	✓ Completed	01/28/2022	View	
Complete Self Evaluation	✓ Completed	10/30/2022	View	
Review Manager Evaluation	🟡 Available for Review	11/14/2022	View	

4. On the **Manager Evaluation** page, click the **Expand All** hyperlink to expand all sections.

5. Scroll down and review the Manager (Rater) ratings and comments for the various sections.
6. You have the option of providing your own comments in Section 14 – Employee Comments.

7. Type any comments and click the **Save** button at the bottom of the page.

8. Once all Sections have been reviewed, click the **Return to Document Detail** link.

[Return to Document Detail](#)

Employee Acknowledges a Performance Document

After you and your Manager (Rater) discuss the ratings and comments, you will be able to acknowledge the review.

1. Navigate to: [myOhio > Career Resources > My Performance Documents > Current Documents](#).
2. Click the name of the document in the Document Type column that you would like to view. The status column will indicate if a document is ready for acknowledgement by stating **Review Held**.

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

Performance Documents					
Document Type	Begin Date	End Date	Job Title	Status	Manager
PROBATIONARY REVIEW	11/22/2022	11/29/2022	Human Capital Management Mgr	Review Held	

3. Click the [Acknowledge](#) hyperlink next to the **Review Manager Evaluation** step on the **Document Details** page.

Document Progress					
Step	Status	Due Date	Action	Next Action	
Establish Evaluation Criteria	✓ Completed	01/28/2022	View		
Complete Self Evaluation	✓ Completed	10/30/2022	View		
Review Manager Evaluation	🕒 Review Held	11/14/2022	View	Acknowledge	

- On the **Manager Evaluation** page, click the **Expand All** hyperlink to expand all the sections.

EMPLOYEE DATA

Empl ID:

Agency: Administrative Services

Division: DAS301805 Office of Talent Management

Job Code: 64615

Supervisor ID:

The status of this evaluation is Review Held. In this status, you may enter comments in the Employee Comments section, if applicable.

At any time you can save any entries you make on the evaluation by using the Save button. If you are ready to acknowledge the evaluation, select the Acknowledge button.



[Return to Document Detail](#)

Expand All
Collapse All
Expand Sections

- Scroll down and review the various sections.
- If you wish to print the document, you can click the **Print** icon. It will open an Adobe PDF version of the performance evaluation document that you can either print or save to your computer.




[Return to Document Detail](#)

- Click the **Acknowledge Review** button if you are finished reviewing the document and are ready to acknowledge the performance evaluation.

- After clicking **Acknowledge Review**, a new screen appears with two actions for you to take. The first is to verify if you have or have not added any comments to your evaluation after you met with your Manager (Rater). Check the **Yes** box if you did add comments or the **No** box if you did NOT add any comments.

Acknowledge Document Review

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

I have reviewed my performance evaluation.
I have included a response in this performance evaluation's Employee Comments Section.

Yes No

- The second action you must take is to indicate whether or not you will acknowledge your performance evaluation with an electronic signature. Check the **I refuse to acknowledge this document.** box if you do NOT want to acknowledge your review. Check the **I acknowledge this document.** box if you want to acknowledge the document.

If you do NOT want to acknowledge your performance review, your Manager (Rater) will acknowledge the evaluation for you and specify that you refused to acknowledge the evaluation. As indicated in the message below, acknowledging your performance evaluation does not mean that you agree with the contents of the evaluation; rather, it indicates that you have reviewed a copy of the completed evaluation.

My electronic 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 evaluations may be appealed and that refusal to acknowledge this evaluation waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

- Click the **OK** button.

11. The **Document Details Page** will display automatically. The **Status** column for the Review Manager Evaluation step will change to “Acknowledged” as illustrated in the screen shot below. Click the [Return to Select Documents](#) hyperlink to return to the list of your current performance documents. The Performance Evaluation process is now complete for the employee.

 **You have successfully acknowledged your evaluation.**

Performance Document Details

Employee:		Job Title:	Human Capital Management Mgr
Document Type:	PROBATIONARY REVIEW	Period:	11/22/2022 - 11/29/2022
Template:	PROBATION PERFORMANCE REVIEW	Document ID:	23649
Manager:		Status:	Acknowledged

Document Progress

Step	Status	Due Date	Action	Next Action
Establish Evaluation Criteria	✓ Completed	01/28/2022	View	
Complete Self Evaluation	✓ Completed	10/30/2022	View	
Review Manager Evaluation	🟢 Acknowledged	11/14/2022	View	

[Return to Select Documents](#)