

2016

Manager (Rater) Completes a Performance Document

MANAGER (RATER)



Manager (Rater) Marks a Performance Document Available for Review

After a performance document has been through the approval process, it is time for the Employee to view the ratings. You, the Manager (Rater), must make the performance document available for the Employee.

1. Manager (Rater) navigates to: [myOhio > Career Resources > Manager Tasks > ePerformance Performance Documents > Current Documents](#).
2. Click the [Document Type](#) link next to the employee’s name.

Current Performance Documents
 Listed below are the current performance documents for which you are the Manager.

Performance Documents							
Employee ID	Employee	Document Type	Begin Date	End Date	Job Title	Status	
123456	Jane Smith	ANNUAL REVIEW		02/01/2025	02/28/2025	Account Clerk 3	In Progress
		AD HOC REVIEW		01/01/2022	01/31/2022	Account Clerk 3	In Progress

3. Click the [Available for Review](#) link.

Performance Document Details

Employee: _____ **Job Title:** Account Clerk 3
Document Type: ANNUAL REVIEW **Period:** 01/01/2025 - 01/31/2025
Template: ANNUAL PERFORMANCE REVIEW **Document ID:** 66225
Manager: _____ **Status:** In Progress

Document Progress

Step	Status	Due Date	Action	Next Action
Establish Evaluation Criteria	✔ Completed	04/01/2024	View	
Nominate Participants	○ Not Started	01/01/2025		Start
Track Nominations	○ Not Started	01/01/2025		
Review Participant Evaluations	○ Not Started	01/01/2025		
Review Self Evaluation	🟢 In Progress	01/01/2025	View	
Complete Manager Evaluation	🟢 In Progress	01/16/2025	Edit	Available for Review



- Click the **Available for Review** button.

EMPLOYEE DATA

Empl ID:
Agency: OH DEPT OF MH & ADDICTION SVCS
Division: DMH621049 NOR Bus Off - HCM ONLY
Job Code: 16513
Supervisor ID:

Enter ratings and comments for each section in this evaluation, if applicable. Save entries made on the evaluation by selecting the Save button.

Save Available for Review [Return to Document Detail](#)

- Click **OK**.

Performance Document - ANNUAL REVIEW

Available for Review

You have chosen to allow the employee to view this evaluation. To confirm that that the employee can view evaluation, select the OK button.

OK Cancel

- The employee is now able to view the performance evaluation with your ratings and comments.

Manager (Rater) Marks Review Held

After you have met with the employee to discuss the performance evaluation, you must **Mark Review Held** in the system. After you have marked the review held, the employee is able to acknowledge the evaluation in the system.

1. Manager (Rater) navigates to: [myOhio > Career Resources > Manager Tasks > ePerformance Performance Documents > Current Documents](#) and clicks on the appropriate **Document Type**.
2. Click the [Mark Review Held](#) link.

Document Progress					
Step		Status	Due Date	Action	Next Action
Establish Evaluation Criteria		Completed	04/01/2024	View	
Nominate Participants		Not Started	01/01/2025		
Track Nominations		Not Started	01/01/2025		
Review Participant Evaluations		Not Started	01/01/2025		
Review Self Evaluation		Cancelled	01/01/2025	View	
Complete Manager Evaluation		Available for Review	01/16/2025	View	Mark Review Held

3. Click the [Review Held](#) button.

EMPLOYEE DATA

Empl ID:

Agency: OH DEPT OF MH & ADDICTION SVCS

Division: DMH621049 NOR Bus Off - HCM ONLY

Job Code: 16513

Supervisor ID:

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

At any time you can save any entries you make on the evaluation by selecting the Save button. If you are ready to confirm that the review was held with the employee, select the Review Held button to notify the employee they are able to acknowledge the evaluation.

[Return to Document Detail](#)

4. Click the **OK** button.

Performance Document - ANNUAL REVIEW

Review Held

You have chosen to confirm that the performance review was held for this document. To confirm that a review was conducted, select the OK button.

5. The employee is now able to acknowledge the evaluation in the system.

NOTE: In most cases, the employee should be the person who acknowledges a performance document in ePerformance. While the option is available to the Manager (Rater), the only time a Manager (Rater) should acknowledge a performance document on an Employee's behalf is if the Employee cannot take action (e.g., he/she is on leave), or if the Employee refuses to acknowledge the document. Even if the Employee checks the box that he/she is refusing to sign the document, the system still processes that checkbox as acknowledging the document so that the document may advance to the completion stage.



Manager (Rater) Completes a Performance Document

To finalize a performance document, the Manager (Rater) must mark it **Complete** after the Employee has acknowledged it in the ePerformance system.

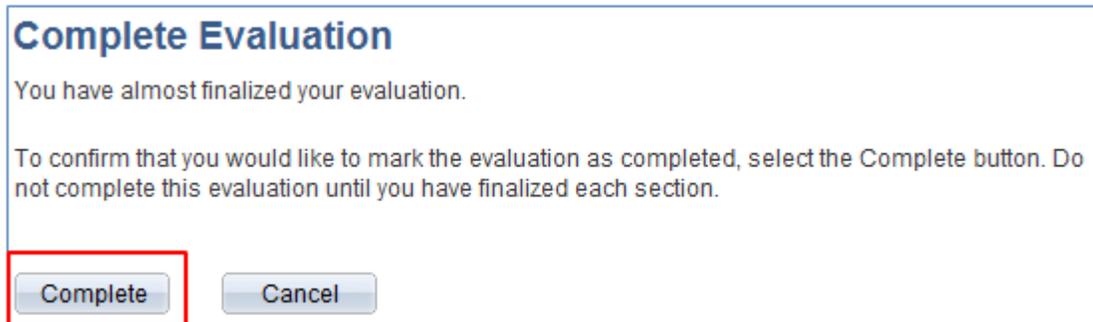
1. Manager (Rater) navigates to: [myOhio > Career Resources > Manager Tasks > ePerformance Performance Documents > Current Documents](#) and clicks on the appropriate **Document Type**.
2. Click the **Complete** link next to the **Complete Manager Evaluation** step on the **Document Details** page.



3. Click the **Complete** button.



4. Click the **Complete** button.



5. Click the **OK** button.

