Manager (Rater) Completes a Performance Document

MANAGER (RATER)

Revised: 7/16/2018
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.


2. Click the Document Type link next to the employee’s name.

3. Click the Available for Review link.
4. Click the *Available for Review* button.

![Available for Review button](image)

5. Click *OK*.

![OK button](image)

6. 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 > My Workspace > Self Service Plus > Manager Tasks > ePerformance Document > Current Documents and clicks on the appropriate Document Type.

2. Click the **Mark Review Held** link.

3. Click the **Review Held** button.
4. Click 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 > My Workspace > Self Service Plus > Manager Tasks > ePerformance Document > 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.

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**Complete Evaluation**

You have almost finalized your evaluation.

To confirm that you would like to mark the evaluation as completed, select the Complete button. Do not complete this evaluation until you have finalized each section.

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**Complete Evaluation Confirmation**

The performance evaluation is finalized and marked as "Complete".