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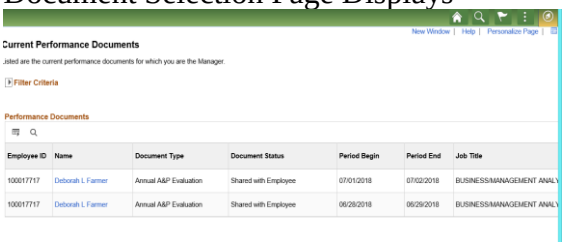
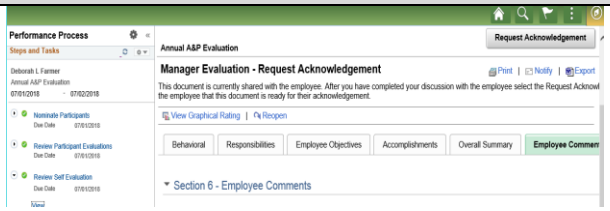
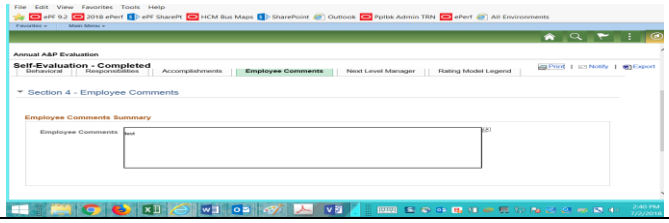
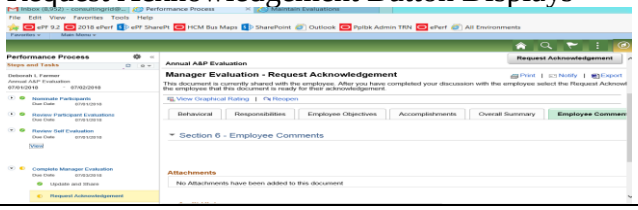
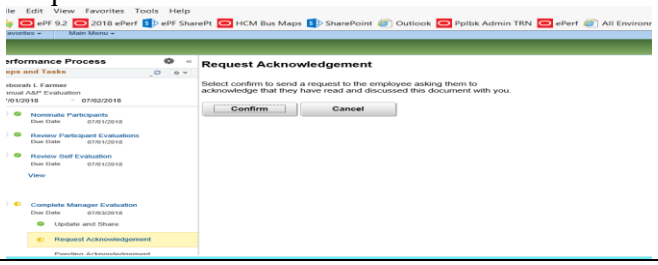
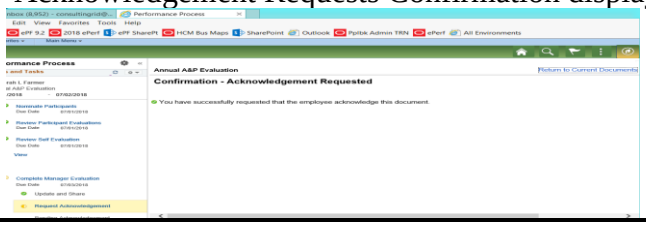
|---|---|---|
| **Process** | **Manager Reviews and Requests Employee Acknowledgement** | **Module: ePerformance**<br>**Business Process: 6.00**<br>**Date Created: 05/13/2018**<br>**Date Revised: 11/06/2019** |
| **Purpose** | Manager Reviews Evaluation with Employee and Requests Employee Acknowledgement | |
| **Navigation** | Self Service > Performance Management >Performance Documents> Current Documents | |
| **Prerequisites** | Employee May or May not Complete Self Evaluation | |
| **Helpful Hints** | | |

| STEP | DESCRIPTION | EXPECTED RESULTS |
|---|---|---|
| 1. | Log in to iRattler Navigate to Manager Self Service > Performance Management > Performance Documents > Current Documents<br><br>Option 2:<br>Log in to iRattler Click on the Manager Self Service Tile.<br>Click on Team Performance Tile<br>Click on Current Documents Click on Evaluation for the Employee | Document Selection Page Displays<br>  |
| 2. | Manager Clicks on the Employee Nae evaluation to be reviewed. | |
| 3. | (If the employee Completes Self Evaluation, follow Step 3 onwards, if not | Employees Comments Display |

| STEP | DESCRIPTION | EXPECTED RESULTS |
|---|---|---|
| | Skip to Step 5)<br>Manager Clicks on Review Self Evaluation and Clicks View |  |
| 4. | Manager View Employee Ratings and Comments | Employee Comments Display<br>  |
| 5. | Clicks Request Acknowledgment Button (Top Right) | Request Acknowledgement Button Displays<br>  |
| 6. | Click Confirm | Request Confirmed<br>  |
| 7. | View Acknowledgement Request Confirmation | Acknowledgement Requests Confirmation displays<br>  |