Important Notes:

1. Avoid using the Back and Forward Internet buttons! This will cause your session to end without prompting.

2. Submitted Performance Appraisals cannot be finalized (discussed with team member, acknowledged and completed) until the Secondary Review has been approved.

3. In the event an appraisal is approved prior to its completion, please contact your Performance Management support team in L&OD at PerformanceManagement@hscmail.mcc.Virginia.edu with “Reopen Secondary Approval” in the subject and the Primary Reviewer’s and team member’s name in the body.

4. All Performance Appraisals must be completed on or before August 31st, 2017.

ePerformance: For Secondary Reviewers

This aid will provide instructions on completing a Secondary Review of an FY17 Performance Appraisal:

- Access your pending Performance Appraisals
- Review a submitted FY17 Performance Appraisal
- Add comments for the Primary Reviewer
- Approve a Performance Appraisal
- Deny a Performance Appraisal
A. From your Manager Dashboard, under Pending Approvals, click on "Performance Document" for the desired Team Member (steps 1 – 2 below)

NOTE: Access any Accepted Secondary Review Appraisals as follows:
- The secondary approval email request is a one-time use link for Acceptance
- To continue work on an accepted review, go to: Manager Self Service – Performance Management – Approve Documents
B. Approve, Deny, or Open the Submitted Performance Appraisal (PA)

The overall PA rating will be displayed on screen.

If a review of the appraisal is not required, click Approve or Deny from this screen.
**C. The Performance Appraisal** opens in a separate viewing window named “Performance Review” in “Manager Appraisal – Pending Approval” status.

- Click a Section tab to view contents.
D. Once finished with reviewing the PA, return to the Approval screen.

To exit the review screen, click either the “x” or “Return to Performance Appraisal Approval” button.
E. Add any Comments for the Primary Reviewer then Approve or Deny

1. Add Comments for the Primary Reviewer, if desired

2. Choose either Approve or Deny

Optional way to access your list of Performance Documents needing approval
A. Click Approve

B. An Automated Approval eMail is Sent to the Primary Reviewer
(See example below; if comments are included, ONLY viewable via hyperlink)
C. A Confirmation Message will appear on screen.

D. The Performance Appraisal Status will change to Approved
   - The approval has a date/time stamp and your name in the audit trail.

E. The Manager Dashboard’s “Pending Approvals” has been updated.
   - Only Performance Appraisals without a Secondary Review are listed here.
**A. Click Deny**

![Image of ePerformance: Denying a Performance Appraisal]

**B. An Automated Denial eMail is Sent to the Primary Reviewer**

![Image of the email sent to the primary reviewer]