

# Employee Sign off on Performance Review

7 Steps [View most recent version](#) 

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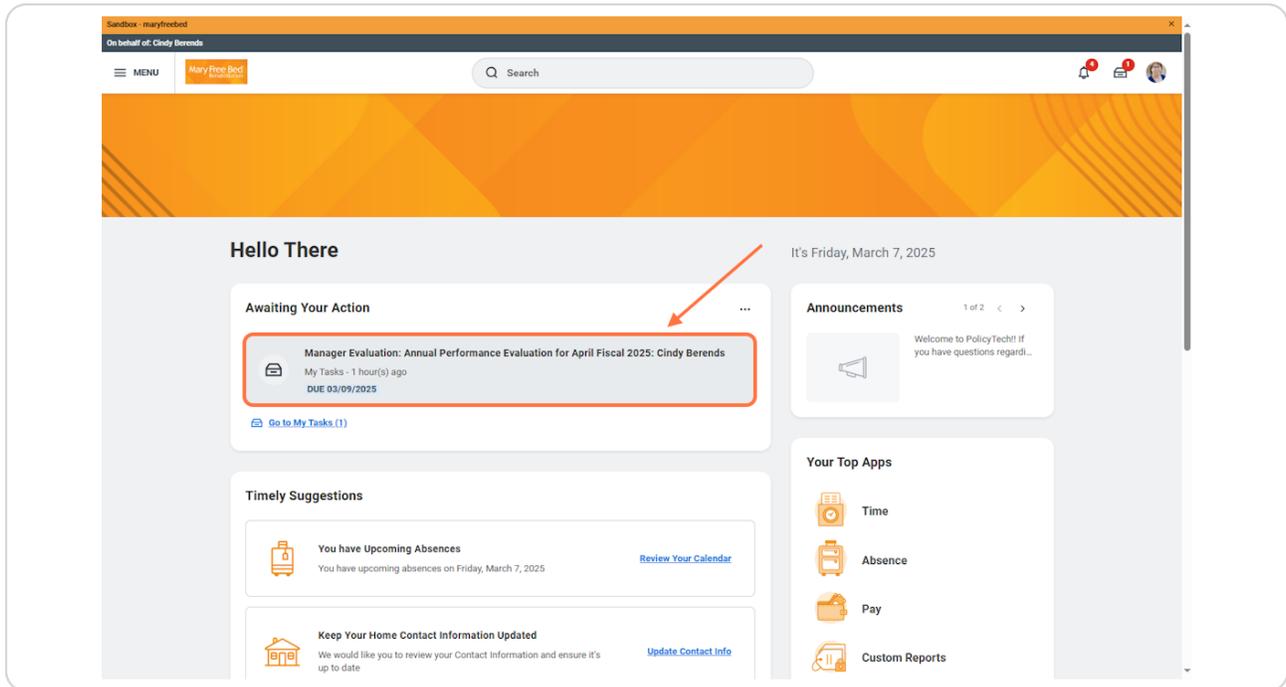
Created by  
Alex Drabik

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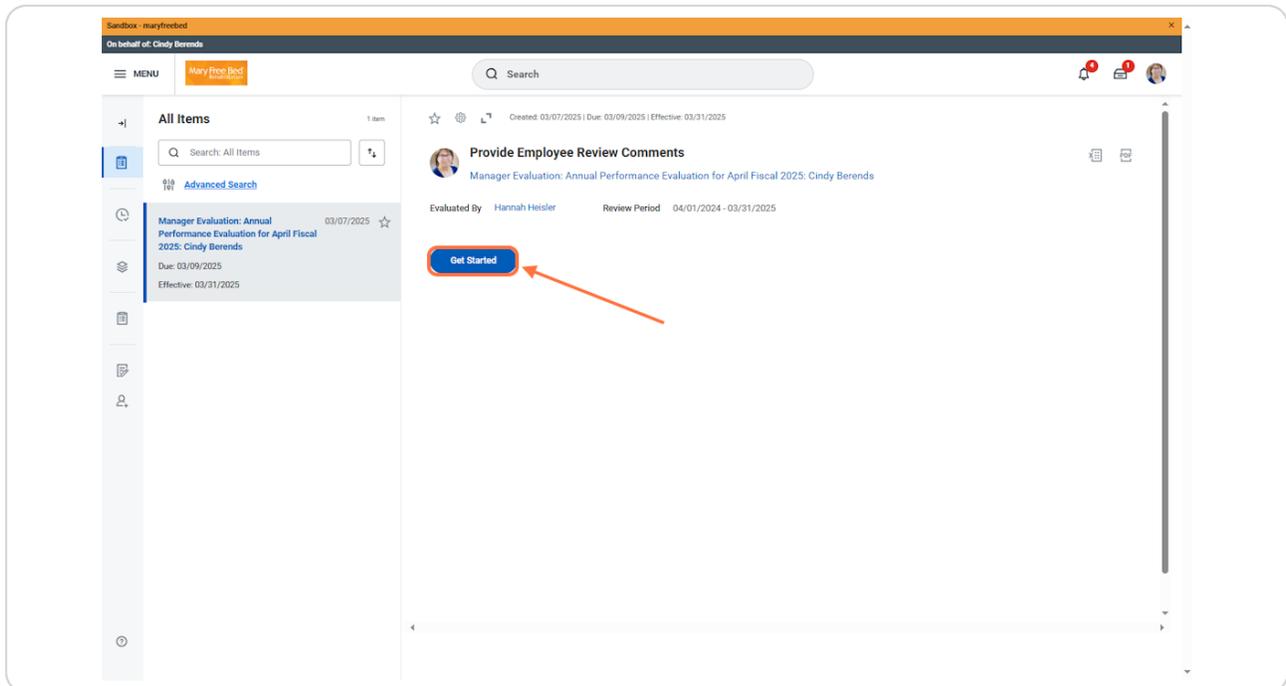
## STEP 1

**After meeting with your leader, you will receive a task in your inbox labeled "Manager Evaluation" that you can select.**



## STEP 2

### Click on 'Get Started' within the Manager Evaluation task



### STEP 3

**Fully scroll through and review the Performance Review and select 'Next' at the bottom of the screen.**

The screenshot displays a web application interface for providing an employee review. On the left, a sidebar contains the title "Provide Employee Review" and a "Comments" section with details: "Manager Evaluation: Annual Performance Evaluation for April Fiscal 2025: Cindy Bere...", the period "04/01/2024 - 03/31/2025", and the evaluator "Evaluated By: Hannah Heisler". Below this are two tabs: "Summary" (selected) and "Acknowledgement".

The main content area features a table with 6 items, organized into three columns: "Competency", "Manager Evaluation", and "Additional Manager Evaluation". The table lists six competencies: "Equity & Inclusion", "Care & Compassion", "Communication & Collaboration", "Respect & Recognition", "Professionalism and Innovation", and "Safety AND Quality". Each row contains a "Comment" field under "Manager Evaluation" and fields for "Name" (Hannah Heisler) and "Comment" (test) under "Additional Manager Evaluation".

At the bottom of the interface, there are three buttons: "Back", "Next", and "Close". A red arrow points to the "Next" button, which is highlighted with a blue border, indicating the required action.

Competency	Manager Evaluation	Additional Manager Evaluation
Equity & Inclusion	Comment	Name Hannah Heisler Comment test
Care & Compassion	Comment	Name Hannah Heisler Comment
Communication & Collaboration	Comment	Name Hannah Heisler Comment
Respect & Recognition	Comment	Name Hannah Heisler Comment test
Professionalism and Innovation	Comment	Name Hannah Heisler Comment
Safety AND Quality	Comment	Name Hannah Heisler Comment

## STEP 4

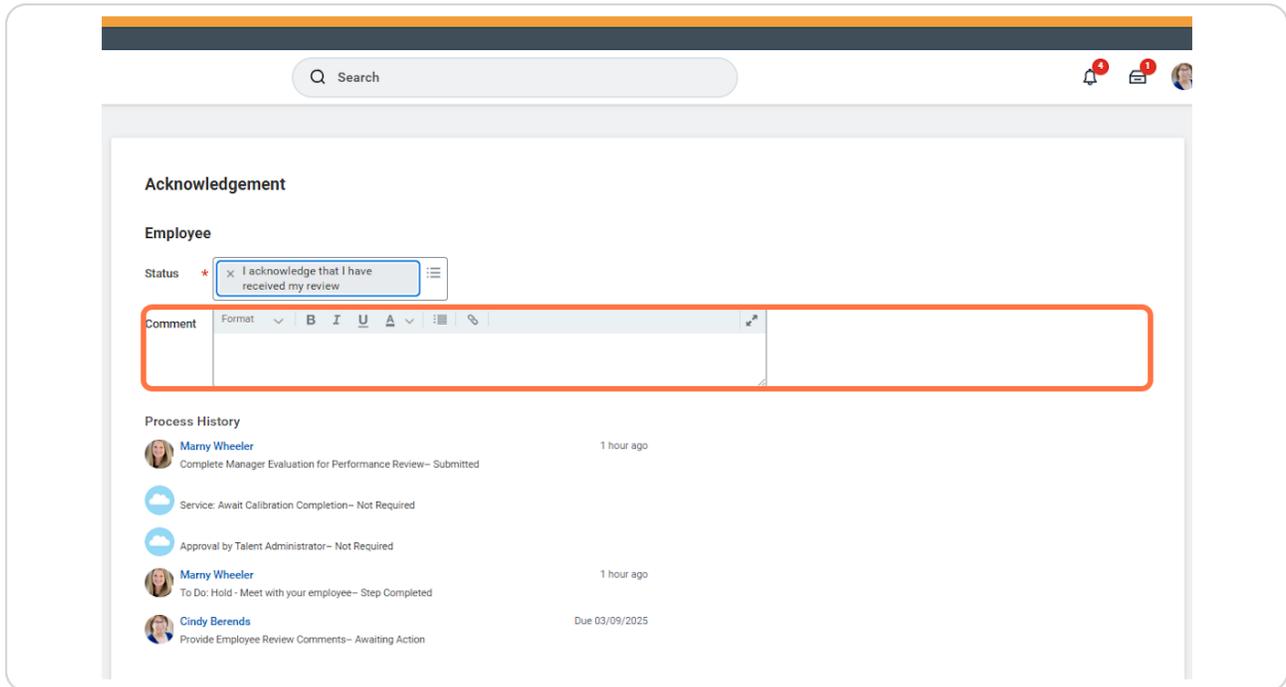
Click on the Status box and select "I acknowledge that I have received my review" option

The screenshot shows a web application interface for an employee review. The top navigation bar includes the user name 'Cindy Berends', a 'MENU' button, a 'Harry Price Book' logo, and a search bar. The left sidebar contains a 'Summary' section with a highlighted 'Acknowledgement' tab. The main content area is titled 'Acknowledgement' and shows the 'Employee' information. The 'Status' dropdown menu is open, and the option 'I acknowledge that I have received my review' is highlighted with a red box and an arrow. Below the status dropdown is a 'Comment' field. The 'Process History' section shows a list of actions:

User	Action	Time
Marry Wheeler	Complete Manager Evaluation for Performance Review- Submitted	1 hour ago
Service	Await Calibration Completion- Not Required	
Approval by Talent Administrator	Approval by Talent Administrator- Not Required	
Marry Wheeler	To Do: Hold - Meet with your employee- Step Completed	1 hour ago
Cindy Berends	Provide Employee Review Comments- Awaiting Action	Due 03/09/2025

## STEP 5

**OPTIONAL:** Add comments in addition to your sign off, but this is an optional step.

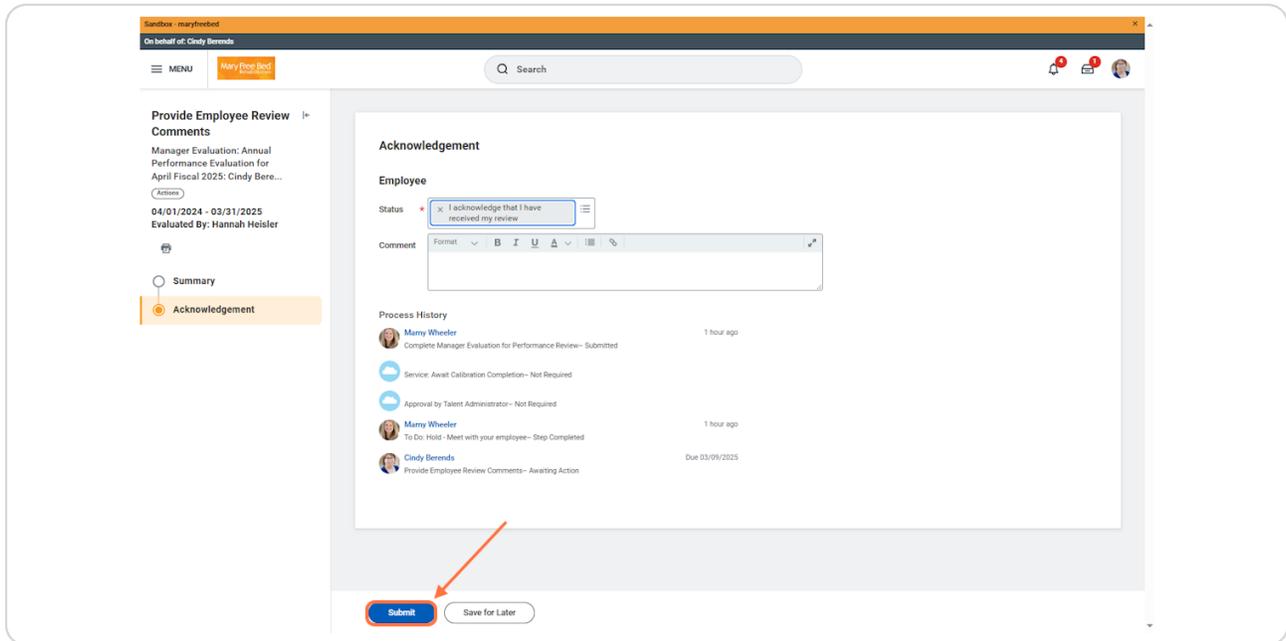


The screenshot displays a web interface for a performance review process. At the top, there is a search bar and notification icons. The main content area is titled "Acknowledgement" and includes an "Employee" section. A "Status" dropdown menu is open, showing the selected option: "I acknowledge that I have received my review". Below the status menu is a "Comment" text area with a rich text editor toolbar. The "Process History" section at the bottom lists several steps:

- Marny Wheeler: Complete Manager Evaluation for Performance Review- Submitted (1 hour ago)
- Service: Await Calibration Completion- Not Required
- Approval by Talent Administrator- Not Required
- Marny Wheeler: To Do: Hold - Meet with your employee- Step Completed (1 hour ago)
- Cindy Berends: Provide Employee Review Comments- Awaiting Action (Due 03/09/2025)

## STEP 6

Click on 'Submit' at the bottom of the screen to sign off.



## STEP 7

**You should see a "Success! Event Submitted" notification pop up when this is completed.**

