

For Higher Level Reviewers –

Manage Performance Plans/Appraisals

Return a Performance Plan/Appraisal for Correction:

1. Begin at the *Performance Appraisal Application Main Page*.
2. Select the blue down arrow at the right side of the Show Me field on the left side of the page, above Employee Name.
3. Select HLR Appraisals to view only Performance Plans/Appraisals awaiting your action as a Higher Level Reviewer.
4. Select the pencil icon in the Update column next to the employee's name to view the *Details: Higher Level Reviewer (HLR) for Performance Plan* page.
5. Select the Return for Correction button to view the *HLR Notification Message to Rating Official* page.
6. Enter a notification message or leave this field blank.
7. Select the Return to Rating Official button to view the *Information* page.
8. Select the Yes button at the top right side of the page to complete the transfer.
9. Select Logout at the top right side of the page to exit.

Approve a Performance Plan:

1. Begin at the *Performance Appraisal Application Main Page*.
2. Select the blue down arrow at the right side of the Show Me field on the left side of the page, above Employee Name.
3. Select HLR Appraisals to view only Performance Plans/Appraisals awaiting your action as a Higher Level Reviewer.
4. Select the pencil icon in the Update column next to the employee's name to view the *Details: Higher Level Reviewer (HLR) for Performance Plan* page.
5. Select Show All Details under Job Objectives to review additional details on all Job Objectives.
6. Select the Approve button to view the *HLR Notification Message to Rating Official* page.



7. Enter a notification message or leave this field blank.
8. Select the **Return to Rating Official** button to view the *Information* page.
9. Select the **Yes** button at the top right side of the page to transfer the Performance Plan to the Rating Official.
10. Select **Logout** at the top right side of the page to exit.

Approve an Interim Review:

1. Begin at the *Performance Appraisal Application Main Page*.
2. Select the blue down arrow at the right side of the **Show Me** field on the left side of the page, above Employee Name.
3. Select **HLR Appraisals** to view only Performance Plans/Appraisals awaiting your action as a Higher Level Reviewer.
4. Select the pencil icon in the Update column next to the employee's name to view the *Details: Higher Level Reviewer (HLR) for Interim Review* page.
5. Scroll down to Interim Reviews and select the **Show** link in the Details column to view the Rating Official and Employee assessments.
6. Select the **Approve** button to view the *HLR Notification Message to Rating Official* page.
7. Enter a notification message or leave this field blank.
8. Select the **Return to Rating Official** button to view the *Information* page.
9. Select the **Yes** button at the top right side of the page to transfer the approved Interim Review to the Rating Official.
10. Select **Logout** at the top right side of the page to exit.

Approve a Recommended Rating:

1. Begin at the *Performance Appraisal Application Main Page*.
2. Select the blue down arrow at the right side of the **Show Me** field on the left side of the page, above Employee Name.
3. Select **HLR Appraisals** to view only Performance Plans/Appraisals awaiting your action as a Higher Level Reviewer.
4. Select the pencil icon in the Update column next to the employee's name to view the *Details: Higher Level Reviewer (HLR) for Recommended Ratings* page.



5. Select the **Approve** button to view the *Warning* page. **Note:** This additional warning page gives Higher Level Reviews an additional opportunity to confirm a rating transfer.
6. Select the **Yes** button to transfer the recommended rating to the Pay Pool Manager (PPM).
7. Select **Logout** at the top right side of the page to exit.

