

Acknowledge and Sign Manager Evaluation

The manager will complete the evaluation and share the document with the employee. Once the document has been shared all comments, ratings and attachments can be reviewed.

The employee may include additional comments prior to acknowledging the document. Acknowledging the document means electronically signing.

NOTE: If an employee is unwilling or unable to acknowledge/sign the Manager Evaluation, the manager can acknowledge on their behalf. When this is done, the manager's name and reason for acknowledging on behalf of the employee is shown on the employee electronic signature line.

Follow institution and manager recommendations for using this tool as part of the performance management process.

Employee Acknowledge and Sign

1. Access the evaluation.
2. Click the **Employee Acknowledge** tab.
3. Enter **Employee Comments** (optional)
WARNING: Copying and pasting from another document may cause issues with punctuation.
 - Formatting tools are available above the comment box.
 - Spell Check is available using the book and check icon.
4. Click the **Acknowledge** button in the upper right corner.
5. Click **Confirm** to verify that you have reviewed the document with your manager.
NOTE:
 - Clicking Confirm will act as your electronic signature on the document.
 - An email notification will be sent to the manager.