


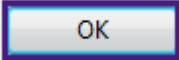



## Second Level Evaluator Approval of PES Plan

Step	Action
1.	Click the <b>PES Evaluation</b> link. 
2.	Click the <b>Down</b> button of the scrollbar to review <b>Work and Behavior Expectations</b> . 
3.	Second Level Approvers are encouraged to comment, but are not required to do so.
4.	If you have changes to the PES Plan, you will enter comments and select the <b>Return</b> button to return to the Evaluation Supervisor.  If you have no changes to the PES Plan, you will select the <b>Approve</b> button.
5.	For this example, click the <b>Approve</b> button. 
6.	A warning message displays reminding you once approved, further revision may not be available.  Click the <b>OK</b> button. 
7.	The <b>Overview</b> page shows that <i>Step 2: Second Level Approval PES Plan is complete</i> and <b>Step 3: Supervisor Acknowledges Plan Review meeting has taken place is In Process</b> .
8.	Click the <b>Log Out</b> link. 
9.	This completes <i>Second Level Evaluator Approval of PES Plan</i> . <b>End of Procedure.</b>