


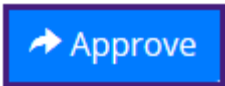
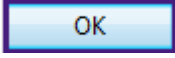



Second Level Evaluator Approval of PES Evaluation

| Step | Action |
|------|--|
| 1. | Click the PES Evaluation link.  |
| 2. | Click the Down button of the scrollbar to review Work and Behavior Expectations .  |
| 3. | Click the Down button of the scrollbar to review Overall Rating .  |
| 4. | Comments are encouraged, but not required. |
| 5. | If you agree with the rating, you will select the Approve button. If the rating or supporting comments need to be updated, enter Comments within the textbox and select Return to send back to the Evaluating Supervisor. |
| 6. | Click the Approve button.  |
| 7. | A warning message displays reminding you once approved, further revision may not be available. Click the OK button.  |
| 8. | The Overview page shows that <i>Step 7: Second Level Supervisor Approval is complete</i> and Step 8: Supervisor Acknowledges Evaluation Review meeting has taken place is In Process . |
| 9. | Click the Log Out link.  |
| 10. | This completes <i>Second Level Evaluator Approval of PES Evaluation</i> . End of Procedure. |