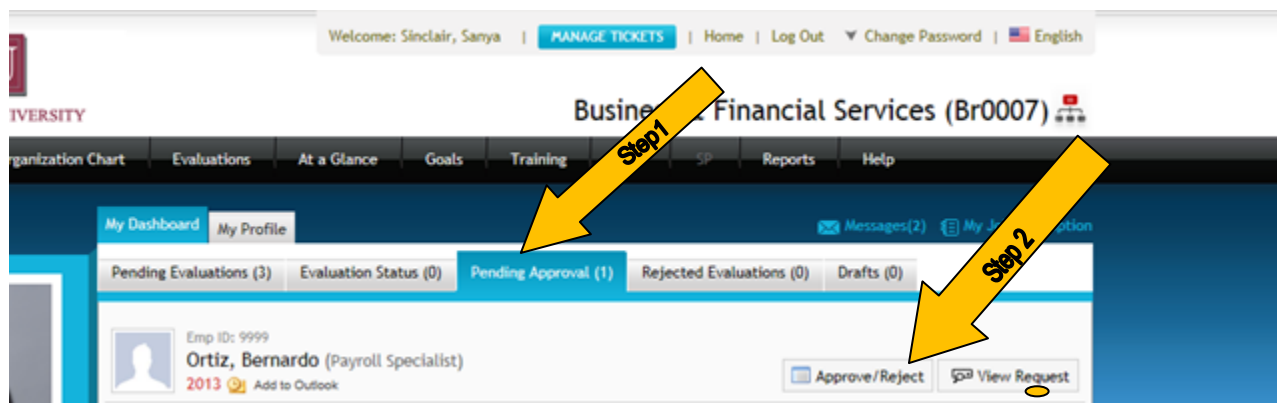


# Approve or Reject an Evaluation

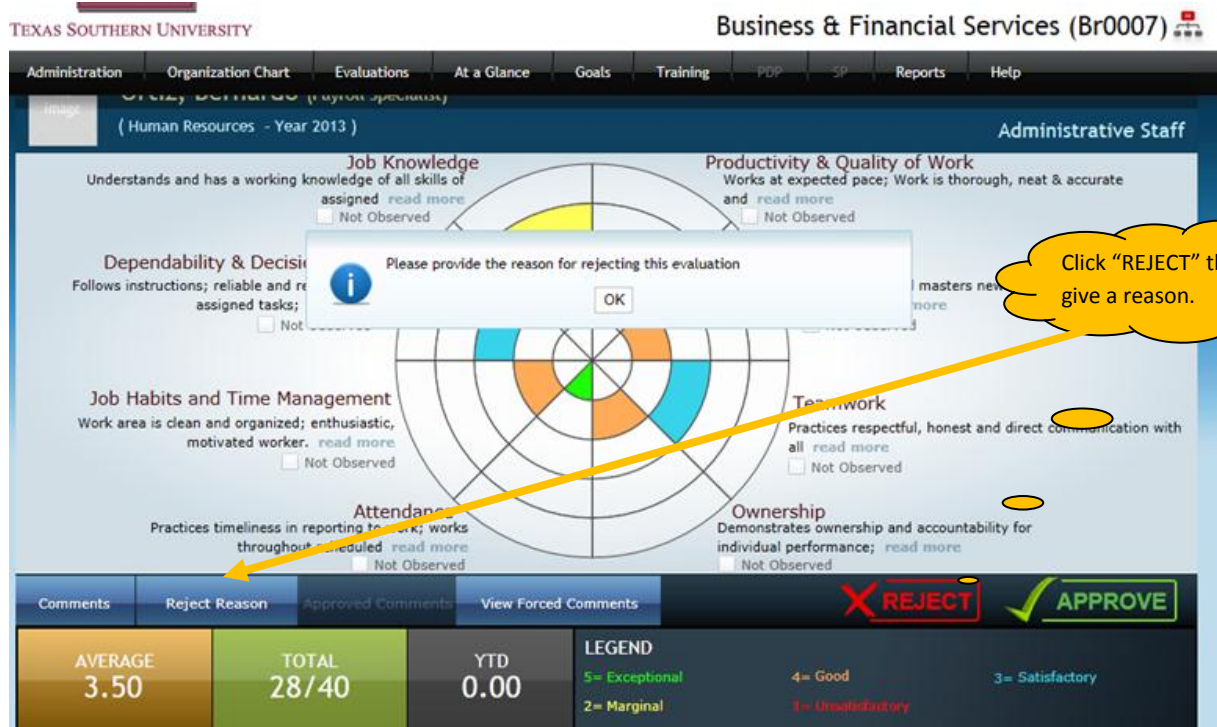
Step 1: Click on the "Pending Approval" tab



Step 2: Click "Approve/ Reject"

To view the employee's original self-evaluation click on "view Request".

## To REJECT an evaluation



The Evaluation will then be sent back to the manager to review, edit, and resubmit for approval.

# To APPROVE an evaluation

The screenshot shows the Texas Southern University (TSU) Business & Financial Services (Br0007) evaluation interface. At the top, there is a navigation bar with 'Welcome: Sinclair, Sanya', 'MANAGE TICKETS', 'Home', 'Log Out', 'Change Password', and 'English'. Below this is a menu with 'Administration', 'Organization Chart', 'Evaluations', 'At a Glance', 'Goals', 'Training', 'PDP', 'SP', 'Reports', and 'Help'. The main content area displays evaluation criteria such as 'Job Knowledge', 'Productivity & Quality of Work', 'Dependability & Decision Making', and 'Job Habits and Time Management'. A dialog box titled 'Approved Comments (Optional)' is open, with a text input field and 'OK' and 'Cancel' buttons. A yellow callout bubble with arrows pointing to the input field and the 'OK' button contains the text: 'Click "APPROVE". You will also have the option to leave a comment.' and 'Click "OK"'. At the bottom of the interface, there are 'REJECT' and 'APPROVE' buttons, along with a summary table and a legend.

AVERAGE	TOTAL	YTD
3.50	28/40	0.00

**LEGEND**  
5= Exceptional  
4= Good  
3= Satisfactory  
2= Marginal  
1= Unsatisfactory

**Congratulations – You have completed the approval process.**