

How to Approve/Reject and Appraisal

1

Click "Pending Approvals" then click "Approve/Reject"

Pending Appraisals (1) | Appraisal Status (2) | **Pending Approval (1)** | Rejected Appraisals (0) | Drafts (0) | On Demand (1)

Emp ID: T7521
HR System Admin_Update (Systems Analyst)
July, 2015 Add to Outlook

Approve/Reject | View Request

2

Click "Comments" and "Forced Comments" to review the manager comments.
Click "Approve" or Click "Reject"

Teamwork: (16.67%)
"Practices respectful, honest and direct communication with ..."
[read more](#)
[View Criteria](#)

Attendance: (16.67%)
Practices timelines
[read more](#)
[View Criteria](#)

Ownership: (16.67%)
Demonstrates ownership and accountability for individual per...
[read more](#)
[View Criteria](#)

Flexibility/ Adapting to Change: (16.67%)
Easily learns and masters new skills; adaptable and willing ...
[read more](#)
[View Criteria](#) | Not Observed

Comments | **Forced Comments** | Review Feeds | View Chart

REJECT | **APPROVE**

3

Comments are optional

Would you like to add comments? Yes No

HR System Admin_Update (Systems Analyst)
(HR - Test Environment) 100% Completed

GOALS | TRAININGS

1= Unsatisfactory | 2= Marginal | 3= Satisfactory | 4= Good | 5= Exceptional

Job Knowledge and Quality of Work: (16.67%)
Understands and has a working knowledge of all skills of ass...
[read more](#)
[View Criteria](#)

Efficiency and Time Management
Takes effort to accomplish work in way
[View Criteria](#)

Manager Review July, 2015 - 07/30/2015

Emp ID: T7521
HR System Admin_Update (Systems Analyst)
(HR - Test Environment)

100% Completed 0 YTD 2.83 Score 17/30 TOTAL

GOALS TRAININGS

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

Job Knowledge and Quality of Work: (16.67%)

Approval Comments (Optional)

I concur with the manager's assessment. Jane Doe must demonstrate immediate improvement in her attendance and time management. Additionally, she must complete all required trainings by the assigned deadline.

Add Cancel

REJECT APPROVE

100%

4

If you choose to add comments, enter them in and click "Add"

Manager Review July, 2015 - 07/30/2015

Emp ID: T7521
HR System Admin_Update (Systems Analyst)
(HR - Test Environment)

100% Completed 0 YTD 2.83 Score 17/30 TOTAL

GOALS TRAININGS

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

Job Knowledge and Quality of Work: (16.67%) Efficiency and Time Management (16.67%)

Approval Comments (Optional)

I concur with the manager's assessment. Jane Doe must demonstrate immediate improvement in her attendance and time management. Additionally, she must complete all required trainings by the assigned deadline.

Close

Click "Close"

5

Are you sure you want to approve this appraisal? Yes No

HR System Admin_Update (Systems Analyst) 100% Completed

(HR - Test Environment)

GOALS TRAININGS

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Job Knowledge and Quality of Work: (16.67%)
Understands and has a working knowledge of all skills of ass...[read more](#)
[View Criteria](#)

Efficiency and Time Management (16.67%)
Takes effort to accomplish work in ways that maximize av...
[View Criteria](#)

Click "Yes"

Appraisal has been Approved

HR System Admin_Update (Systems Analyst) 100% Completed 0 YTD 2.83 Score 17/30 TOTAL

(HR - Test Environment)

GOALS TRAININGS

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[View Criteria](#)

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[View Criteria](#)