Reviewer Approve the Final Recommended Rating

|  |  |
| --- | --- |
| Step | Action |
|  | You will get a system generated email when the supervisor has selected the final recommended rating and has sent it. |
| A | Sign into the system  (Copy and paste this URL into an Internet Explorer Browser) <http://sapprdep.dot.state.co.us:50000/irj/portal/sfprofile> |
|  | **Review the performance rating of all employees within your area** |
| B | Click the home drop-down button |
| C | Select the **Performance** option  from the drop-down menu. |
| D | Click the **Team Overview** option from the menu. |
| E | Click the **My Team** drop-down button to sort the employees in order of the performance ratings |
| F | Review the distribution and decide if you agree or disagree with the final ratings.  The name of the employee is to the far left. |
|  | **You are now ready to sign the performance forms** |
| 1 | Click the **home** drop-down button. |
| 2 | Select the **Performance** option  from the drop-down menu. |
| 3 | Click the **Reviews** option from the menu |
| 4 | Click on the link to the employee’s performance management plan. |
| 5 | Use the vertical scroll bar to move to the Final Rating Section (very bottom of the form). |
| 6 | Review the Final Rating section of the screen. |
| 7 | Click in the **comment box** and enter your comments regarding the final rating. |
| 8 | If you do not agree with the rating, click on the **Return to Evaluation** button  If you agree with the rating, **OR** click on the **Sign** button. |
| 9 | Click the **Sign & Send To Division Manager** field to enter a note sent to the supervisor via email an email. |
| 10 | Click **Sign** button. |
| 11 | To logout, click the drop-down button C:\Users\wyattb\AppData\Roaming\RWD\uPerform\version 4.30\documents\3D696DC3_9764\images\o0000076.png  next to your user ID and then select the logout from the drop-down field. |