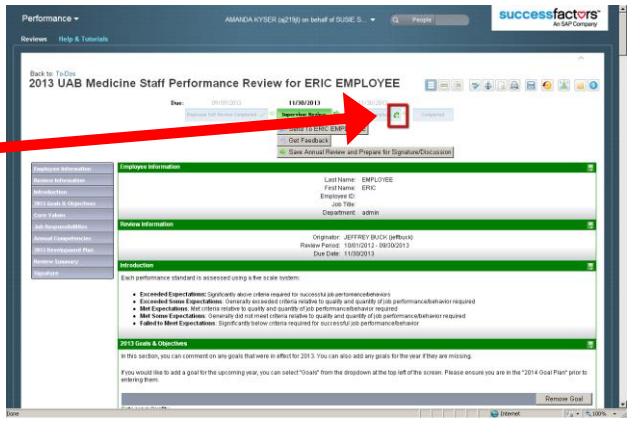
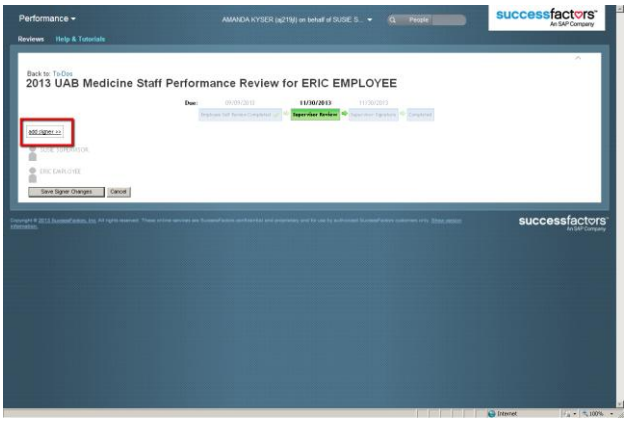
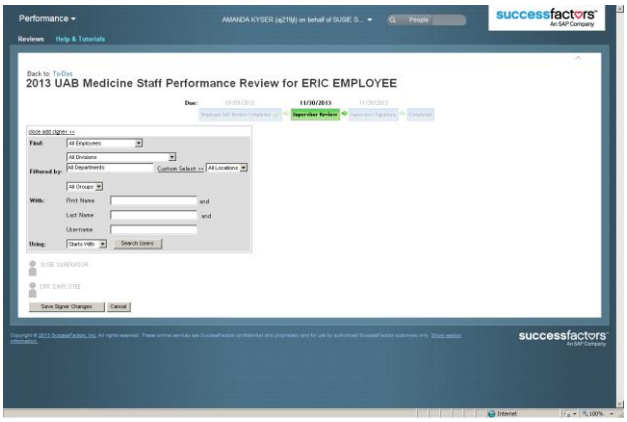
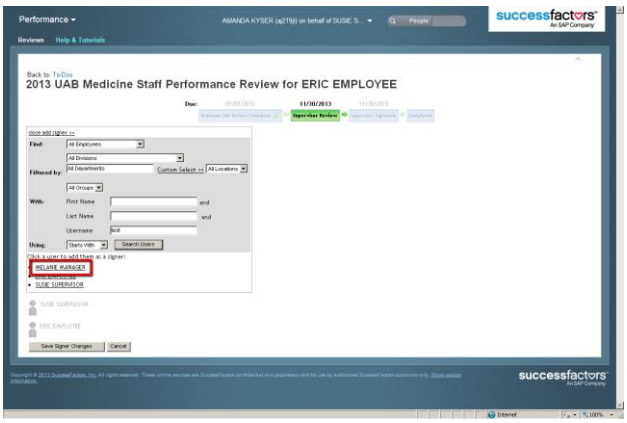
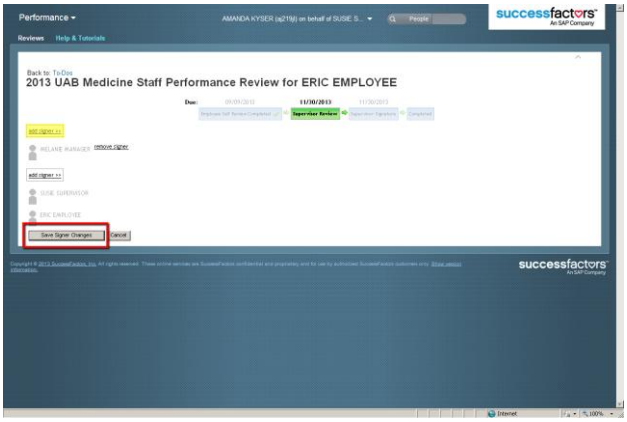
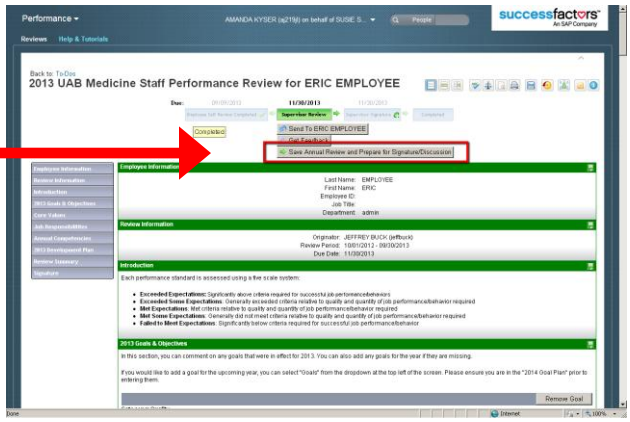
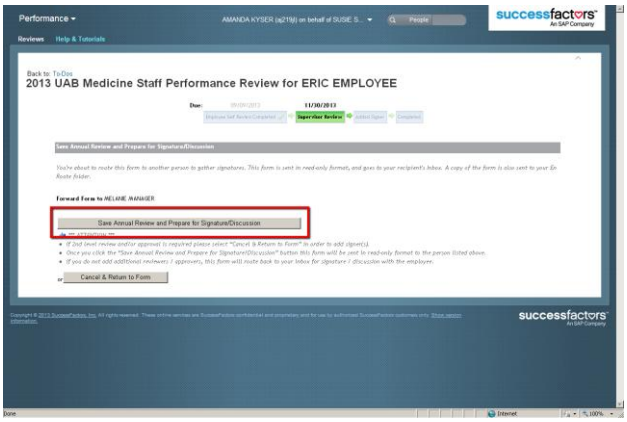
Adding a Signer to a Performance Review:

1. Once you (the manager) have completed your review, you may need to add a signer to the review (ex. Senior Leadership, Director, etc.). Select the small plus (+) sign at the top of the page.	
2. Select the "add signer" link.	
3. Use the search tool to find the individual you need to add. You can filter by employees with or without direct reports, by division, department, or location. You can also input first name, last name, and/or username. Then select "Search Users."	
4. A list will populate below the search table. Locate the correct person and click on their name.	

Adding a Signer to a Performance Review (cont.):

5. You can choose to add additional signers following the process above or If you are finished adding signers, select "Save Signer Changes"	
6. You will be directed back to the evaluation form. Select "Save Annual Review and Prepare for Signatures and Discussion."	
7. Select "Save Annual Review and Prepare for Signatures and Discussion." **Please note:** The form will now route to the person you added as a signer (that person's name will show above)