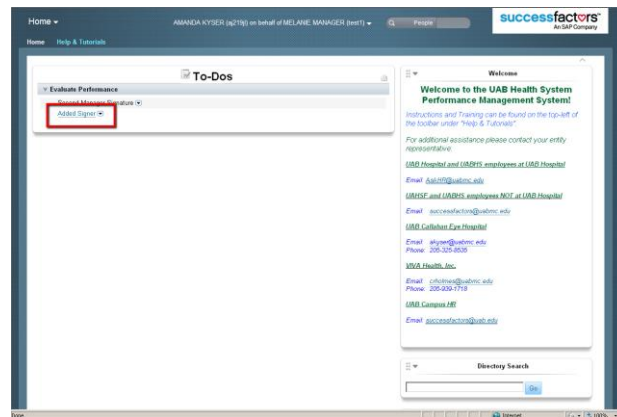
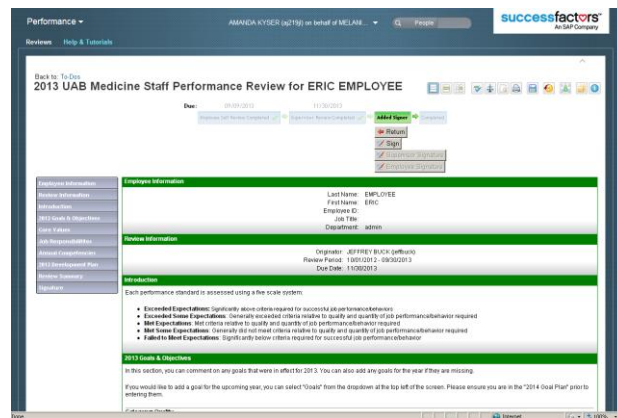


Signing a Review – Senior Manager:

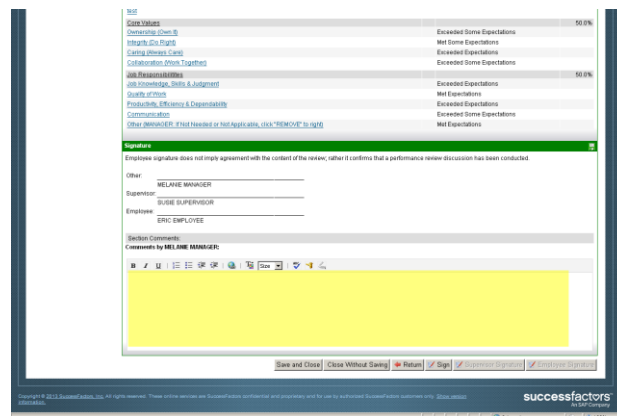
1. From the home page select “Added Signer.”



2. You will be directed to the completed review form. As you scroll down through the page, you will note the employee’s responses on the right and the manager’s responses on the left. Any comments made will be visible as well.



3. At the bottom of the review is a section for you to make comments (optional). A series of buttons is available for selection once completed.
 - Save and Close
 - Close without Saving
 - Return (return the form to the manager – use when you want changes made to the final review)
 - Sign (to sign and route back to the manager for signature and completion)



4. Once you click “Sign” you will be directed to this final screen. Your options are to “Sign” or “Cancel & Return to Form.” Selecting “Sign” will finalize the document and route it back to the manager for signatures. Return to form will move the form back to the previous step and you will have the choices as in Step 3 above.

