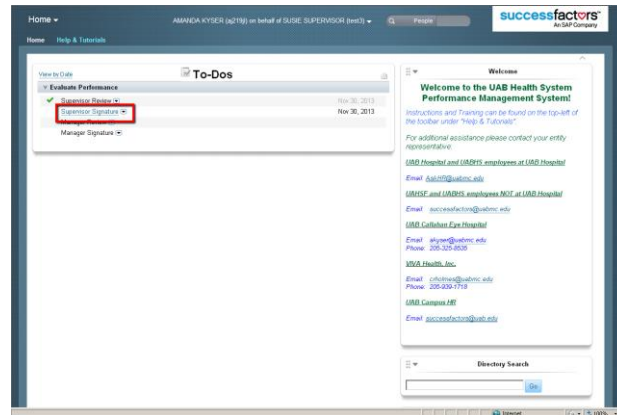


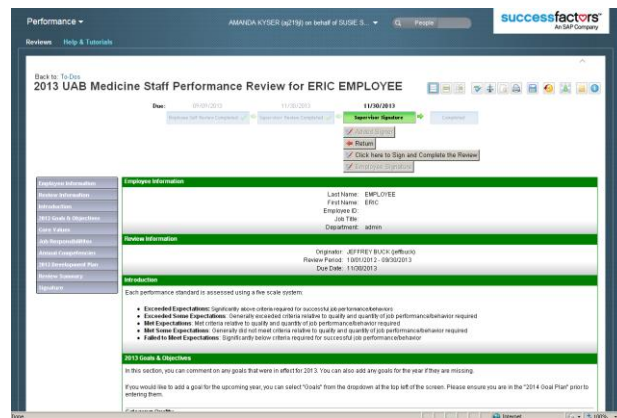
Supervisor Signature:

1. From the home page select "Supervisor Signature"

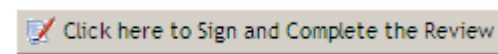
NOTE: Please complete these steps in the presence of your employee. This is an opportunity to review the evaluation, give feedback, and answer questions.



2. You will be directed to the completed review form. As you scroll down through the page, you will note your responses as well as the responses of your employee.



3. Once you have reviewed the document and are prepared to finalize the review, select the button titled "Click here to Sign and Complete the Review." This button can be found at the very top and very bottom of the page.



4. You will be directed to this page. Select "Click here to Sign and Complete the Review."

Once you have selected this, the form will move to the employee's file to sign.

Please log out and allow your employee to log in and sign the review to finalize.

