2013 Performance Excellence Online System

SPECIAL FEATURE FOR 2ND LEVEL SUPERVISORS
2nd Level Supervisor Special Feature

Vice President will evaluate the Coordinator.

Vice President will be able to see the final evaluations for the Specialist and Assistant that report directly to the Coordinator.
2\textsuperscript{nd} Level Supervisor Special Feature

Supervisor logs in using ACC e-ID.
Employee Evaluations

There is a special feature in this year’s Performance Excellence Online System that allows 2nd Level Supervisors to see their 1st Level Supervisors’ employee evaluations.

Click on the “Employee Evaluations” tab on the top of the screen to pull up your employees.
You will see your direct employees as well as those employees who report to them.

For example, Gerry Tucker is Haydeana Gaviria’s supervisor and will complete her evaluation, which is why you see “Evaluate” next to her name. Whitney Feil is one of Haydeana Gaviria’s employees, in which she will complete her evaluation, this is why there is not “Evaluate” next to Whitney Feil’s name. Ms. Tucker is only able to view Whitney Feil’s final evaluation.

**Please Note:** Gerry Tucker, the 2nd level supervisor, is able to VIEW Haydeana Gaviria’s, the 1st level supervisor, employees’ review, BUT IS NOT able to edit them.
Questions

If you have any questions please contact:

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