

Year End Appraisal

Guide for Second Level Supervisors: Review/Approval of created appraisals

Once the first level supervisor has completed their employee's appraisal, the appraisal will route immediately to the Second Level Supervisor for approval. First level supervisors are to be in communication with the second level supervisors once employee appraisals are complete so the second level supervisors know when they can begin their process. Second level supervisors can also reference their Dashboard to monitor the status of appraisals for any employee within your supervision. Refer to the Supervisor Guide – Monitoring Appraisals for instructions on using the Dashboard.

Log In to Delta's Performance Management Module

- Go to [PeopleAdmin](#), log in with your Delta login credentials. **Click Login.**
- **Select the three blue dots** in the upper left-hand corner of the page to expand the menu.
- Click the **Employee Portal** link. This takes you to the “main page” for Performance Management.
- If you are a second level supervisor you'll see appraisals that are ready for your review via the “Home” tab under Your Action Items.
 - Note – you'll see all action items assigned to you, those appraisals awaiting your approval as second level supervisor will have a description that reads **'Second level supervisor review and approval of year end appraisal.'**
 - If you have action items that need your attention, you'll see a circled number on the Home tab noting the number of items awaiting your action.
 - To review the appraisal as a second level supervisor, select the employee appraisal in which the description title reads **'Second level supervisor review and approval of year end appraisal.'**
 - The employee's appraisal (Supervisor Evaluation) will open.
 - Review the Supervisor's Evaluation of the employee (by scrolling down the page).
 - Once you have reviewed the appraisal, you may either **approve** or **return** the appraisal.
 - **Choosing the 'Approve'** action indicates your approval of the Ratings and Comments.
 - **DO NOT make a COMMENT in the 'Comment box'. Employee won't see comments, this is used ONLY if you are RETURNING the form to the supervisor.**
 - When you select the **'Approve'** button, a prompt will appear. Please ensure all necessary information has been entered/completed prior to clicking 'OK'.
 - **Choosing the 'Return'** action indicates modifications to, and/or additional information for the Supervisor Evaluation are required and the action is returned to the supervisor's queue. **Choosing 'Return' requires a comment explaining the reason the appraisal is being returned. The employee will not see these comments, your comments will guide the supervisor in making necessary corrections.**
 - If returning and you do not enter comments in the box prior to clicking the **'Return'** you will see the following red error message. Scroll to the bottom of the page and enter your comments in the 'Comment' box.
 - Once the **'Return'** action is completed correctly, you will see the screen below and it will read- **“The Document has been sent back for revision.”** It is now back in the supervisor's queue to make the necessary corrections.
- **Click the Home Tab** to return to the main screen to select another appraisal to review/approve OR click 'Log out' at the top right of the screen if complete.

Please contact the Human Resources Office at (989)686-9107 if you are missing an employee or see an employee that no longer reports to you and/or have questions regarding this process