



# TRAINING GUIDE – MANAGER OF MANAGER APPROVAL

This guide applies to evaluations for all employee groups.

## MANAGER’S MANAGER

### MANAGER’S MANAGER REVIEW

- Navigate to your Workday inbox to access the assessment.
- Review the manager’s and employee’s ratings and comments.
- Contact the manager off-line if discussion is needed. **“Send Back”** the template to the manager, if needed.

- Select **“Approve”**. The assessment routes to the manager for next steps.
- **Important Note:** once approve is selected, the document is considered final. No edits can be made once approve is selected. Changes must be communicated to the manager PRIOR to selecting approve.

**Send Back**

To \*

Reason \*

**Review**

Manager Evaluation: CSEA Probationary - 3 Months: Barney Miller

Evaluated By Ron Harris

1 minute(s) ago - Effective 04/30/2020

Review Period  
04/01/2020 - 04/30/2020

**Standard**

**Success! Event approved**

Manager Evaluation: CSEA Probationary - 3 Months: Barney Miller

1 minute(s) ago - Effective 04/30/2020

**Up Next**

Ron Harris

To Do: Schedule 1:1 Discussion