

## TRAINING GUIDE – MANAGER OF MANAGER APPROVAL

This guide applies to evaluations for all employee groups.

## **MANAGER'S MANAGER**

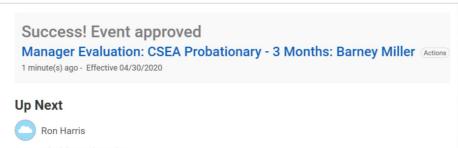
## MANAGER'S MANAGER REVIEW

- 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.

	Send Back	
h	To * Ron Harris - Complete IIII Manager Evaluation	
L	Reason * Send Back	
L	Submit Cancel	

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

Review	4	ø	ŝ	e.
Manager Evaluation: CSEA Probationary - 3 Months: Barney		_		
Miller Actions				
Evaluated By Ron Harris				
1 minute(s) ago - Effective 04/30/2020				
Review Period 04/01/2020 - 04/30/2020				
0,01200 04,002020				
Standard				
Element				
Approve Send Back Close				



To Do: Schedule 1:1 Discussion