This guide applies to evaluations for all employee groups.
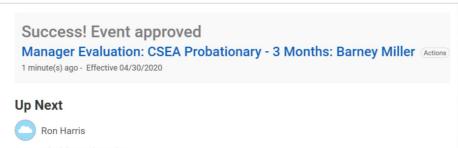
MANAGER'S MANAGER

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.