Performance Evaluations Approval

This guide details the steps for completing this process using Next Level Supervisor WyoCloud access.

Note: The Approval Process for a Next Level Supervisor follows the same steps, regardless of what activity you are working to approve.

Step One

- Click the Bell icon to view your notifications.

  - The Pending Notifications will open.

Note: You must make sure your pop-up blocker allows permissions for pop-ups. Set them to Always allow to receive all notification pop-up windows. Click Done.
Click More Details to view notifications.

The BPM Worklist pop-up will display.
Step Two

- Click on the **Approval Required** hyperlink notification.

- The **Approval Required** page will open.

**Note:** On this page you can **Approve** or **Reject** and performance Document. **Approving** will complete or close out the document, **Rejecting** will return it to the supervisor for editing. Any edits must also be submitted to and reviewed with the Direct Report before being re-submitted to the Next Level Supervisor for Approval.

**Note:** To open and review the performance document continue through QRG.
- Scroll down in the window, click the **View Performance Document** hyperlink.

- The **Performance Document** will appear.
- Review each section as desired. When finished and ready to approve, click **Done**.

**Note:** If you want to add a clarifying/personalizing note before taking action (i.e. leaving a note before rejecting or requesting more information), scroll to the bottom of the notification window and add a comment before selecting any of the actions.

- To add a comment, scroll to the **Comments** section and click the + icon.
- A **Create Comment** window will display. Add your comment in the **Comment** section. When finished click **OK**.

- Once you are done reviewing and adding comments, scroll to the top and select **Approve**.

- The notification window will automatically close and the performance document will be approved.

- To View how many approvals you have pending click The Navigator > My Team > **Performance**
- This will bring you to the **My Manager Evaluations Page**. On the left hand side menu click the **My Organization** tab.

![My Manager Evaluations Page](image)

- The **My Organization** page will open which will provide information on the status of Evaluations in your Organization to include: **Rating Distribution, Performance Summary** and **Task Completion**.
- The **My Organization** page will also show how many evaluations are pending you approval.
- Click **Pending Approval**.
- The **Performance Document Approval** pop-up will display.

![Performance Document Approvals](image1)

- Click the approval task you want to approve and it will bring you to the **Approval Required Page**.

![Approval Required Page](image2)

- From here you can follow the steps provided in **Step Two**

  You have completed the steps for Approving an Evaluation.