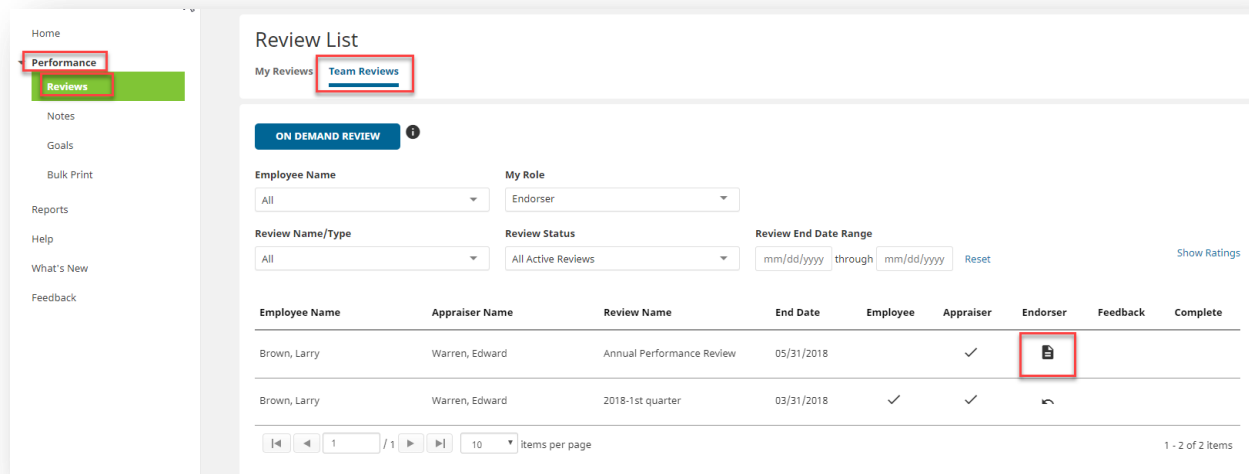


Quick Guide - Completing an Endorser Review

Once an evaluation has been completed by an appraiser, you will get a notification to log in and complete the approval of the performance review.

Navigation and Access

To access your appraiser’s employee review, navigate to **Performance, Reviews**, and then go to **Team Reviews**. Select the paper icon to enter into the performance review under the Endorser column.





Review List

My Reviews **Team Reviews**

ON DEMAND REVIEW

Employee Name: All | My Role: Endorser

Review Name/Type: All | Review Status: All Active Reviews | Review End Date Range: mm/dd/yyyy through mm/dd/yyyy | Reset | Show Ratings

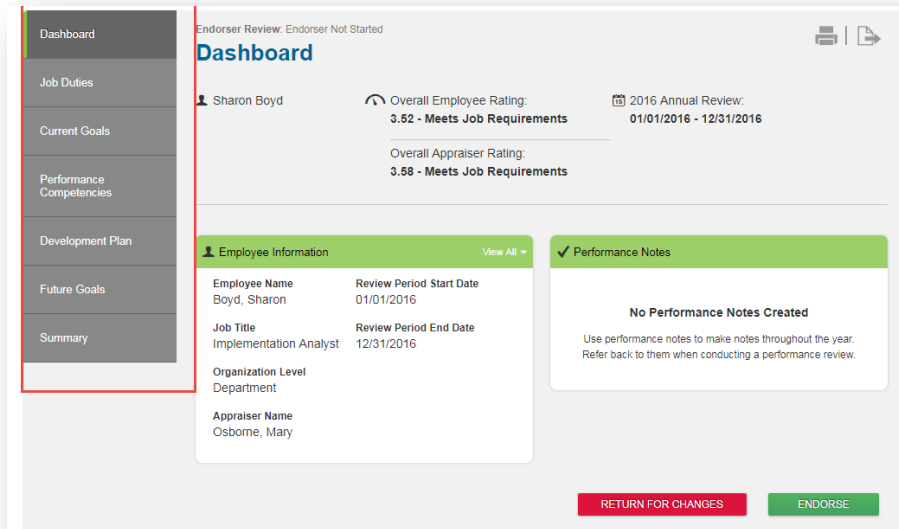
Employee Name	Appraiser Name	Review Name	End Date	Employee	Appraiser	Endorser	Feedback	Complete
Brown, Larry	Warren, Edward	Annual Performance Review	05/31/2018		✓			
Brown, Larry	Warren, Edward	2018-1st quarter	03/31/2018	✓	✓			

1 - 2 of 2 items

Completing the Review

Navigation


In the left navigation menu, under **Dashboard**, click on each section of the review. Review each section for completeness and alignment.



Returning the Review for Changes

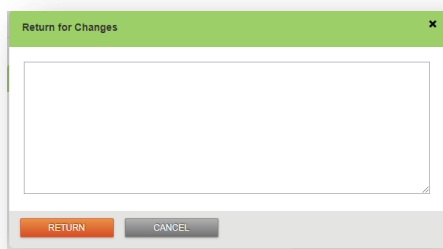
At any point before you complete your approval of the review, you are able to send the review back to the appraiser for additional comments or any changes to how they filled out the evaluation.

You can return to the appraiser by clicking on the **Return For Changes** button



RETURN FOR CHANGES

Enter any comments you would like for the appraiser to read and click **Return**:



Endorsing the Appraisal

To approve the performance review and allow it to continue to the face-to-face discussion, click on the **Endorse** button



ENDORSE