Quick Reference

2nd Level Manager Reviews The Employee Performance Assessment

This job guide focuses on the task of the second level manager reviewing the employee performance assessment of an employee who is not a direct report.

Access Performance Management by using your Texas State Net ID and password to logon to this site: [www.hr.txstate.edu/performance-management/login.html](http://www.hr.txstate.edu/performance-management/login.html)

1. In your “To Do” tile click on “Second Level Manger Review.”

   ![Second Level Manager Review](image)

   This is step five in the assessment process with the manager assessment and the 1:1 meeting with manager and employee already completed. The second level manager needs to review the performance assessment and make any comments if desired to the assessment. The second level manager cannot change the assessment values that were determined by the employee’s immediate supervisor/manager.
SECTION COMMENTS

Each section (goals, job duties, competencies, behaviors) has a comment section. Comments are optional but if desired the second level can input comments by section.

At the end of the review document, the second level manager will see the “Summary” section. The summary displays each individual component of the review and the assessment value determined by the manager.
At the top right of the document, the second level manager will see a “Supporting” and a “Gap Analysis” button. When clicking the “Supporting” button the second level manager will see all of the notes created for the employee throughout the evaluation period. When the “Gap Analysis” button is clicked the manager will see any differences between the employee assessment and the manager assessment. The information contained in both of the features is informational, no action is required.

Example of Supporting Notes

Example of differences/gaps you could see when the manager clicks “Gap Analysis”. By clicking on one of the gap items, the manager will be directed to that behavior, competency or job duty to review the item.
At the very end of the assessment, the second level manager will see the decision made by the immediate supervisor to determine if the employee is eligible for merit or not. No longer are points assigned to an employee assessment, the manager just determines if the employee is eligible or not for merit. Any merit decisions/award will be handled through the annual salary review process. In this example, the employee is eligible for merit.

2. After the second level manager has reviewed the document, click the “Send to Employee Acknowledgment” button at the bottom of the document to move the review to the next step in the process.

3. Or in the workflow routing at the top of the document, the second level manager will see an action button that can be used to “Send to Employee Acknowledgement”. Either method will push the process forward to employee acknowledgement.

4. The manager will see a second prompt to push the process to the “Employee Acknowledgment” and allow the second level manager to enter any desired but optional comments. The options are to cancel and return which will return the manager to the review document or continue to employee acknowledgment.
The second level manager’s performance review is complete. It is now the responsibility of the employee to acknowledge the performance review.

The next steps include an acknowledgment by employee, manager and second level manager. All of these steps occur via the workflow and email notifications are sent when the employee or manager needs to perform a simple click to acknowledge the assessment.

This ends the job guide for the second level manager’s performance review. For more training guides go to the Performance Management website at: http://www.hr.txstate.edu/performance-management.html