USPS ePerformance Quick Reference – Higher Level Supervisor Actions (Review the Performance Evaluation)

Higher Level Supervisor Actions

 A higher level supervisor is to review completed USPS performance evaluations through OMNI's Manager Self Service. The higher level supervisor will receive a system generated email that indicates a USPS evaluation has been submitted for review and approval. This request requires your approval before the performance document can be finalized, and the review discussed with the employee. A web link will be provided in the text. Click on the link and it will take you directly to the Approve Documents screen. (**IF** you are not currently logged in to OMNI you will be prompted to log in). Or follow the steps below.

Note: In this topic, you will learn the steps to review and approve a completed USPS performance evaluation.

Step	Action
1.	Click the **Human Resources** link.
2.	Click the **Main Menu** link.
3.	Click the **Manager Self Service** link.
4.	Click the **Performance Management** link.
5.	Click the **Approve Documents** link.
6.	Click on the employee's name
7.	Click the **Expand All** link to review the document categories
NOTE	Click the **Performance Document Details** link. You have the option to attach any written comments concerning the evaluation for the employees review. Please use the **Add Attachment** icon on the performance evaluation document.
8.	Review the Performance Evaluation Document; **Add Attachment** if you like.
9.	Click on the **Return to Performance Document Approval** link.
NOTE	Optional: You may provide comments regarding the performance evaluation ratings. Please note that these comments will not be viewed by the employee; they will only be viewed by the supervisor.
10.	Click on the **Approve** or **Deny** button.
11.	Click the **Confirm** button.

Step	Action
NOTE	An automated email notification will be sent to the supervisor indicating the evaluation has been reviewed/approved or denied. If the document is denied, the supervisor will be required to re-submit the document for your review/ approval. Once the document is re-submitted for approval; click on the automated email link or follow the steps above starting with step 2.