
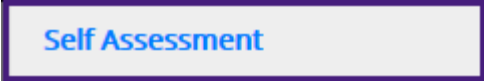
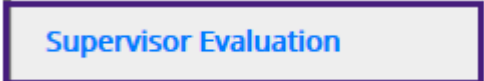

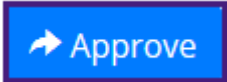
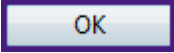



Second Level Supervisor Approval

Step	Action
1.	<p>Click the LSUHSC Annual Evaluation link.</p> 
2.	<p>There are five (5) Actions Steps associated with Second Level Supervisor Approval.</p>
3.	<p>Action Step 1</p> <p>The Overall Rating is calculated based on the supervisor's ratings for <i>Institutional Competencies</i>. The Overall Rating displays one of the four (4) ratings, <i>Highly Effective</i>, <i>Consistently Effective</i>, <i>Needs Development</i>, or <i>Not Effective</i>, on the right side of the panel.</p>
4.	<p>Action Step 2</p> <p>Review the employee's Self-Assessment.</p> <p>Click the Self Assessment link.</p> 
5.	<p>Review the employee comments on the Institutional Competencies. Also, note the status of Goals and progress with Development Plan.</p> <p>Click the Supervisor Evaluation link.</p> 
6.	<p>Review the supervisor's ratings and comments for Institutional Competencies, Individual Goals, and Development Plan.</p> <p>Click the Down button of the scrollbar.</p> 
7.	<p>Select the Return button to disagree.</p> <p>Select the Approve button to agree.</p>
8.	<p>Click the Approve button.</p> 

Job Aid

Step	Action
9.	A warning message displays. Click the OK button. 
10.	<i>Step 5: Second Level Supervisor Approval is complete</i> , and Step 6: Supervisor acknowledges evaluation review meeting has taken place is In Process.
11.	Click the Log Out link. 
12.	This completes <i>Second Level Supervisor Approval.</i> End of Procedure.