

Quick Guide: Next Level Supervisor Review

While there is no action taken during the evaluation process, all Managers will have access to view the evaluations of their employee's direct reports as a Next Level Supervisor. Log into [UTShare](#) to view.

1 [Manager Self Service](#)

2 Team Performance

3 View-Only Documents

4 Search Options

5 Directs / Total

6 Select Employee

7 Employee 1 > Employee 2 > Employee 3 > Employee 4

1. Select the **Manager Self Service** from the dropdown menu of [UTShare](#)
2. Select the **Team Performance** tile
3. Select the **View-Only Documents** page
4. Your Direct Reports will display. Expand the **Search Options** to search by name or title
5. To view the evaluations of your employee's direct reports, **select the Directs / Total icon** to drill down.
6. On next page, **select the employee's name** to see their documents or select Directs / Total icon again to drill down further. Repeat as needed.
7. Select Employee's name to back up or View-Only Docs page to refresh and start over

Directs / Total

2/4

Direct / Total Icon Key:

- 2 Direct Reports to that Manager
- 4 Total Employees under that MGR, directly or indirectly

2 Direct Reports to that Manager

4 Total Employees under that MGR, directly or indirectly

Contact hrperformreviews@uta.edu for assistance