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 **<u>UTShare</u>** to view.

UTA	1	Manager Self Service	୍
2 Team Perform iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	Toom Porforman	 Select the Manager Self Service from of <u>UTShare</u> Select the Team Performance tile Select the View-Only Documents path Your Direct Reports will display. Expansion to search by name or title To view the evaluations of your employed 	n the dropdown menu ge nd the Search Options oyee's direct reports,
Current Documents Kite Historical Documents View-Only Documents Approve Documents	View-Only Documents Search Options Select Employee	 select the Directs / Total icon to dril 6. On next page, select the employee's documents or select Directs / Total ico further. Repeat as needed. 7. Select Employee's name to back up o to refresh and start over 	ll down. 5 name to see their on again to drill down r View-Only Docs page
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Name / Title / ID	3 > Employee 4	Directs / Total Department	4 Total Employees under that MGR, directly or indirectly
Select Employee 1 row Name / Title / ID Directs / Total Department 6 Amployee 1 row Contact https://www.meenseline.org Contact https://www.meenseline.org 6 0 1 row 0 0 1 row Contact https://www.meenseline.org 0 1 row 0 0 1 row 0 1 row Contact https://www.meenseline.org">https://wwww.meenseline.org">https://www.meenseline.org" 1 row 0 0 1 row 1 row 1 row 1 row 0 1 row 1 row <td< th=""></td<>			