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. 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

Contact hrperformreviews@uta.edu for assistance