Performance Appraisals – To Add an Additional Reviewer/Approver

At the discretion of the Dean, Director, Vice President or his/her designee an additional reviewer can be added by the higher level supervisor.

The additional reviewer can only be added **BEFORE** submitting/approving the appraisal

To add an additional reviewer:

1. **Click the More dropdown button.**

2. **Select Add Approvers.**
3. Type the name of the person you were instructed to add as a reviewer and write a comment stating you are sending the appraisal to them for additional review.

4. The additional reviewer will click Approve if they agree with the evaluation. If they do not agree, they should Send Back with comments, and then schedule a meeting with the higher level supervisor and/or immediate supervisor to discuss the reasons, and update the appraisal as necessary.