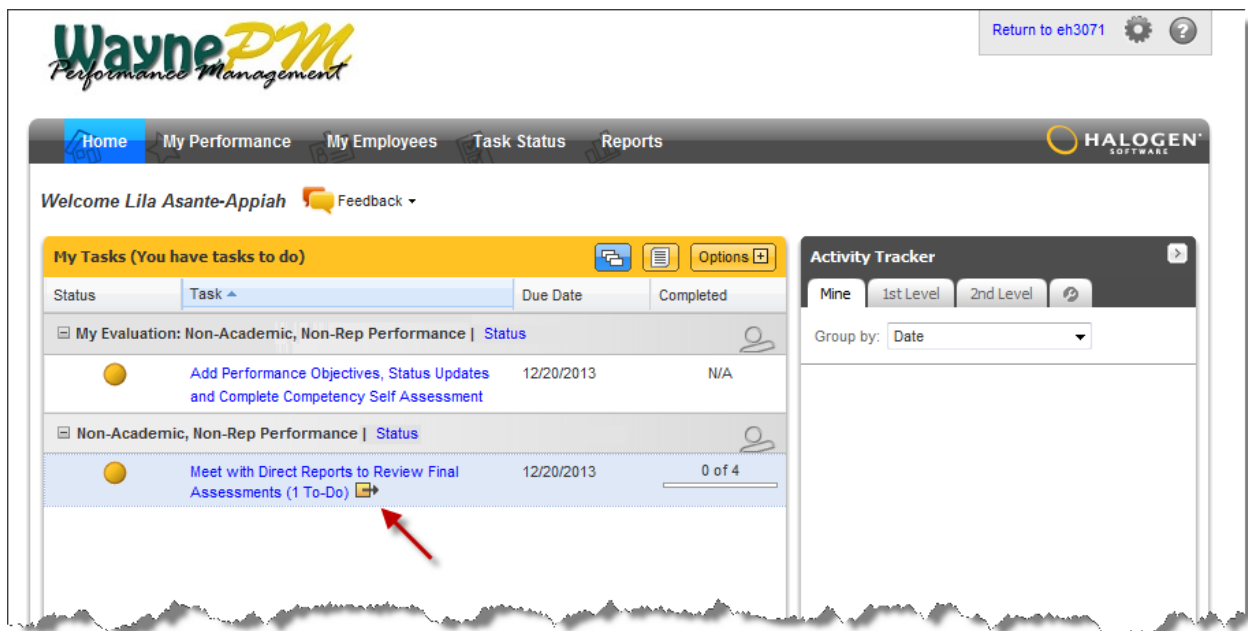


Job Aid: Supervisor Sign Off

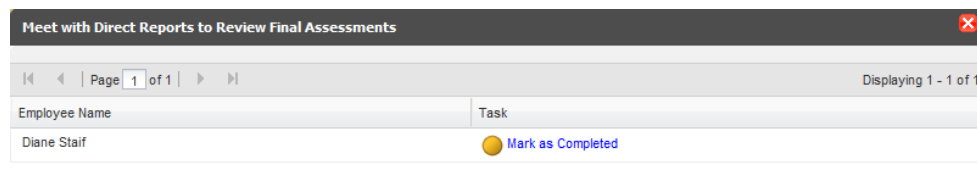
After you have met with your direct hires to discuss their final assessment, supervisors must log into the WaynePM system to confirm the meeting and sign off on the final assessment. Performing these last two tasks in the WaynePM system closes the final assessment process.

The following steps will illustrate how to confirm you have met with your direct hires.

Step 1: From the home page click the **Quick Selector** for the *Meet with Direct Reports to Review Final Assessments* task.



Step 2: A dialog box appears with a list of your employees. Click the **Mark as Completed** link next to the employee name.



Step 3: A confirmation box appears. Click **OK**. The task is now marked as completed on the home page.

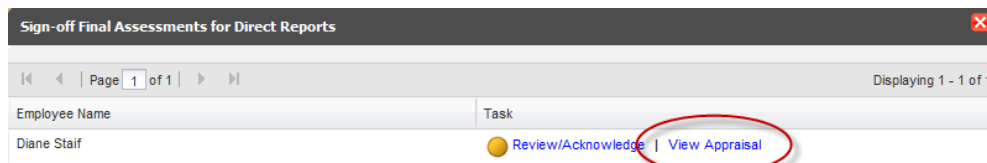


The following steps illustrate how to sign off on the employee's final assessment. Note: Employee's must first acknowledge and electronically sign their final assessment in the WaynePM system before you can sign-off.

Step 1: From the home page, click the **Quick Selector** for the *Sign-off Final Assessments for Direct Reports* task.



Step 2: A dialog box appears with a list of your employees. The employee may have added comments to his or her final assessment. To view employee comments, click the **View Appraisal** link next to the employee name.



Step 3: The employee's form appears. Review the employee comments in the *Employee Comments* section (if any). Then click the **Review/Acknowledge** button in the upper right corner of the form.

Review/Acknowledge

Step 4: A confirmation box appears. Click **OK**. The task is now marked as completed on the home page. The final assessment process is now complete.

