

Acknowledge and Sign Manager Evaluation on Behalf of Employee

If an employee is unable or unwilling to acknowledge the Manager Evaluation, the manager or Human Resources staff can acknowledge on their behalf.

Acknowledging the document means electronically signing.

WARNING: Prior to completing this process, please consult your institution Human Resource team.

Follow institution and manager recommendations for using this tool as part of the performance management process.

Override Employee Acknowledgement

1. Click the **Override Employee Acknowledgement** button in the upper right corner.
2. Select the reason for overriding.
3. Click **Confirm**.

NOTE: The manager's name and reason for acknowledging on behalf of the employee, will be shown on the employee electronic signature line.

Override Employee Acknowledgement

You have chosen to override the employee's acknowledgement of this document. Please indicate the reason for doing so and select Confirm.

Employee Not Available/Unable
 Employee Refused

Upon selecting Confirm, your electronic signature will be placed in the employee's signature section on this document, with the reason why you are overriding the employee acknowledgement.

Confirm Cancel