REVIEWING MANAGER HIERARCHY REVIEW OF PERFORMANCE DOCUMENTS

Reviewing Managers or other leaders in an agency can view the performance document of employees down through their hierarchy using the View Only Documents function.

**Step 1:** Reviewing Managers should go to Manager Self Service >> Performance Management >> View Only Document.

**Step 2:** Once at this screen, Reviewing Managers should select the effective date for determining their direct reports and click on Continue.

**Step 3:** The list of the Reviewing Manager’s direct reports will display. To view people farther down in the hierarchy, the Reviewing Manager would click on the hierarchy icon next to the appropriate direct report.
Step 4: The list of that manager’s direct reports will display. To view people farther down in the hierarchy, the Reviewing Manager would again click on the hierarchy icon next to the appropriate direct report.

Step 5: The list of that manager’s direct reports will display. The Reviewing Manager can continue to drill down through the hierarchy as needed. When the Reviewing Manager sees the name of the performance document he wants to review, he should click next to that person’s name and click continue.
Step 6: The list of all performance documents for that employee will display. The Reviewing Manager can click on the document of the cycle he wants to review.

Note: Document may be viewed only. It may not be modified.