


USPS ePerformance Quick Reference – Higher Level Supervisor Actions (Review the Performance Evaluation)

Higher Level Supervisor Actions

A higher level supervisor is to review completed USPS performance evaluations through OMNI's Manager Self Service. The higher level supervisor will receive a system generated email that indicates a USPS evaluation has been submitted for review and approval. This request requires your approval before the performance document can be finalized, and the review discussed with the employee. A web link will be provided in the text. Click on the link and it will take you directly to the Approve Documents screen. (IF you are not currently logged in to OMNI you will be prompted to log in). Or follow the steps below.

Note: In this topic, you will learn the steps to review and approve a completed USPS performance evaluation.

Step	Action
1.	Click the Human Resources link. 
2.	Click the Main Menu link.
3.	Click the Manager Self Service link.
4.	Click the Performance Management link.
5.	Click the Approve Documents link.
6.	Click on the employee's name
7.	Click the Expand All link to review the document categories
NOTE	Click the Performance Document Details link. You have the option to attach any written comments concerning the evaluation for the employees review. Please use the Add Attachment icon on the performance evaluation document.
8.	Review the Performance Evaluation Document; Add Attachment if you like.
9.	Click on the Return to Performance Document Approval link.
NOTE	Optional: You may provide comments regarding the performance evaluation ratings. Please note that these comments will not be viewed by the employee; they will only be viewed by the supervisor.
10.	Click on the Approve or Deny button.
11.	Click the Confirm button.

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Step	Action
NOTE	An automated email notification will be sent to the supervisor indicating the evaluation has been reviewed/approved or denied. If the document is denied, the supervisor will be required to re-submit the document for your review/ approval. Once the document is re-submitted for approval; click on the automated email link or follow the steps above starting with step 2.