

## Using PERforM to Approve and Disapprove Appraisals

All appraisals must be approved by the Reviewer before being communicated to the employee. To review an appraisal submitted by the Rater, the Reviewer selects “Review/Approve Pending Appraisals” from the Reviewers section of their Home Page.

<p><b>Reviewers</b></p> <p><i>My Employee Review List</i></p> <ul style="list-style-type: none"> <li><a href="#">View All Employees I Review/Approve</a></li> </ul> <p><i>Performance Plans (Objectives)</i></p> <ul style="list-style-type: none"> <li><a href="#">View Objectives of All Employees I Review</a></li> </ul>	<p><i>Performance Appraisals (Ratings and Annual Rating Exemptions)</i></p> <ul style="list-style-type: none"> <li><a href="#">Review/Approve Pending Appraisals</a></li> <li><a href="#">View All Incomplete Appraisal</a></li> <li><a href="#">View All Appraisals Pending</a></li> <li><a href="#">View All Complete and Exempt Appraisals</a></li> </ul>
--	--

Clicking this link takes the Reviewer to the Select Performance Appraisal page to view the list of appraisals waiting for his or her review. The Reviewer clicks the word “[Review](#)” to open the appropriate appraisal from the list.

The following are submitted appraisals within current appraisal period (calendar year) that are ready for approval.

(1) appraisals

<a href="#">Review</a>	<a href="#">Employee Name</a>	<a href="#">Job Title</a>	<a href="#">Organization</a>	<a href="#">Supervisor</a>	<a href="#">Type</a>	<a href="#">Appraisal Status</a>	<a href="#">Overall Rating</a>	<a href="#">Date Modified</a>
<a href="#">Review</a>	AGGELER , CAROLYN A.	COMPUTER INFO TECH SPEC II	ITSD-SYSTEMS & PROGRAMMING	PETERSON , DONNA	Special	Pending	Successful	4/25/2007 12:12:24 PM

Once selected, the appraisal will open (see next page).

The Missouri State Employee Online Performance Appraisal System

Productivity, Excellence and Results for Missouri

Home
My Employees
My Reviews
System Administration
Developer
My Agency Admins
Reports
Online Help
Log Out

[Home Page](#) > [Back To Appraisals](#)

**Edit Performance Appraisal**

**Employee Details**

<i>Employee Name</i>	SMITH, ED LEE	<i>Job Title</i>	LICENSED CLINICAL SOCIAL WKR
<i>Supervisor Name</i>	SAMPLE, SAM S	<i>CIVS Description</i>	UCP MERIT SYSTEM CLASSIFIED
<i>Agency</i>	OFFICE ADMINISTRATION-OPER	<i>Percentage Fulltime</i>	1.0000
<i>Organization</i>	MENTAL HEALTH	<i>Months of Service</i>	104.0

**Performance Appraisal Details** [How to Evaluate and Rate Employee Performance Objectives](#)

<i>Appraisal Type</i>	Special	<i>Rating Period</i>	-	<i>Overall Score</i>	6.6
<i>Appraisal Status</i>	<a href="#">Pending</a>	<i>Appraisal Date</i>	4/25/2007 12:12:24 PM	<i>Overall Rating</i>	Successful

**1. Knowledge of Work** Rating

	1	2	3	4	5	6	7	8	9	10
--	---	---	---	---	---	---	---	---	---	----

**Performance Objectives:**

- 1 Seek and obtain education to meet performance requirements

**Comments:**

CONDENSED SCREEN PRINT  
(Not all Performance Components are shown)

**Overall Comments:**  
Excellent job.

---

<i>Appraisal Status</i>	<a href="#">Pending</a>	<i>Overall Score</i>	6.6	<i>Overall Rating</i>	Successful
-------------------------	-------------------------	----------------------	-----	-----------------------	------------

Approve
Disapprove
View Attachments
Add Sticky Note
Print Preview

Back to top

[Detail explanation about button functionality](#)

Using the buttons at the bottom of the “Pending” or “Exempt Pending” appraisal, the Reviewer has the option to approve or disapprove the appraisal, to view attachments, to add sticky notes, or to print the appraisal.

The Reviewer approves an appraisal by clicking the “Approve” button or disapproves an appraisal by clicking the “Disapprove” button. The appraisal’s status is automatically updated to “Approved,” “Exempt,” or “Disapproved” dependent on the action taken.

Raters can verify the status of appraisals they have submitted for review by clicking on the “Update Incomplete Appraisals” link from their Home Page (See [Completing the Appraisal Process](#)).

## Using “Sticky Notes” to Communicate to the Rater

In some instances, the Reviewer may not want to approve the appraisal as it has been submitted by the Rater and/or may want to send additional instruction or comments to the Rater regarding the appraisal. Electronic sticky notes can provide this communication.

The Reviewer can create sticky notes by clicking the “Add Sticky Note” button on the bottom of the appraisal page.



After clicking the “Add Sticky Note” button, a page opens which allows the Reviewer to type and send a *temporary* message to the Rater about the appraisal. To “attach” the sticky note to the appraisal and send it to the Rater to act upon, the Reviewer clicks the “Send” button.

Once the Rater has read the sticky note, the Rater can delete it. If the Rater does not delete the sticky note, it is automatically discarded when the appraisal attains “Complete” or “Exempt” status.

