

# Overturning An Appraisal

Once a decision has been made in accordance with agency policy to change a rating and/or comment on a completed appraisal, the appraisal is overturned in PERforM.

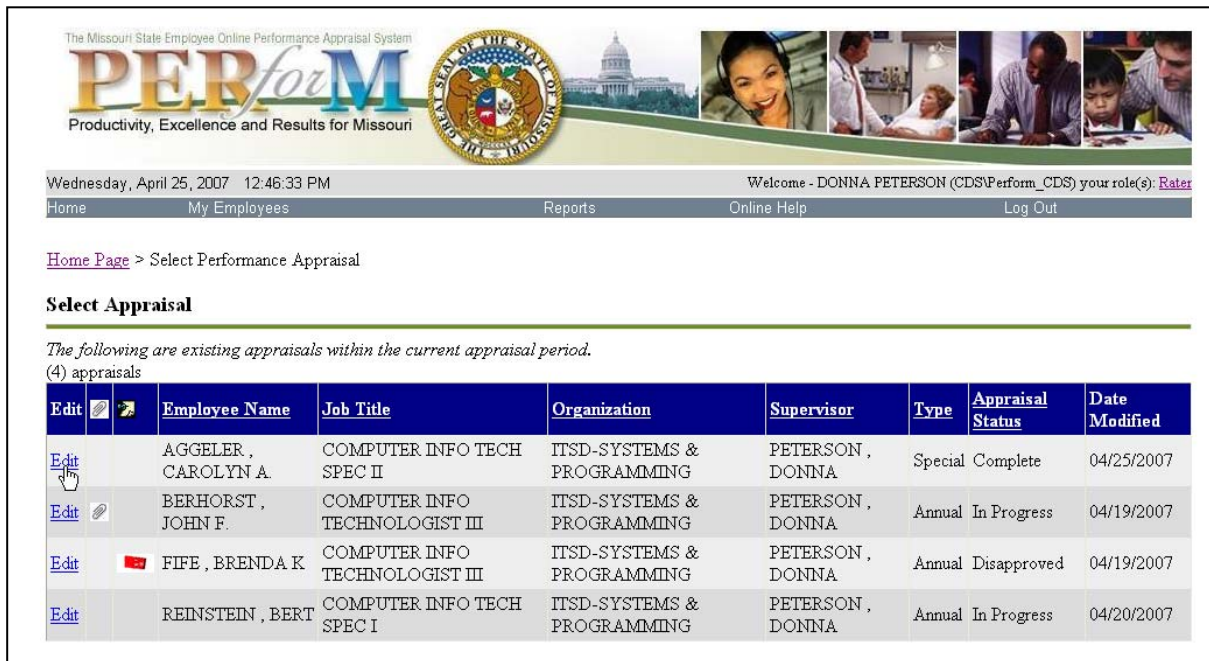
**Note:**

Annual appraisals can only be overturned during the rating period (January 1 – March 31).

To overturn an appraisal, the Rater clicks on the “Overturn Completed Appraisals” link on their Home Page.



The Rater is taken to their list of appraisals. He or she will select the “Complete” appraisal to open from the list by clicking the “Edit” link.



This opens the appraisal.

Home	My Employees	My Reviews	Reports	Online Help	Log Out
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[Home Page](#) > [Back To Appraisals](#)

### Edit Performance Appraisal

Your PERforM session will time out after 30 minutes. To refresh (extend) your session, please save the appraisal often by using the Save button located at the bottom of the page.

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**Employee Details**

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

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

Appraisal Type	Special	Rating Period	-	Overall Score	6.6
Appraisal Status	<a href="#">Complete</a>	Appraisal Date	4/25/2007 12:45:17 PM	Overall Rating	Successful

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**1. Knowledge of Work** Rating: ● 1 ● 2 ● 3 ● 4 ● 5 ● 6 ● 7 ● 8 ● 9 ● 10

Comments:

Overall Comments:

she's great

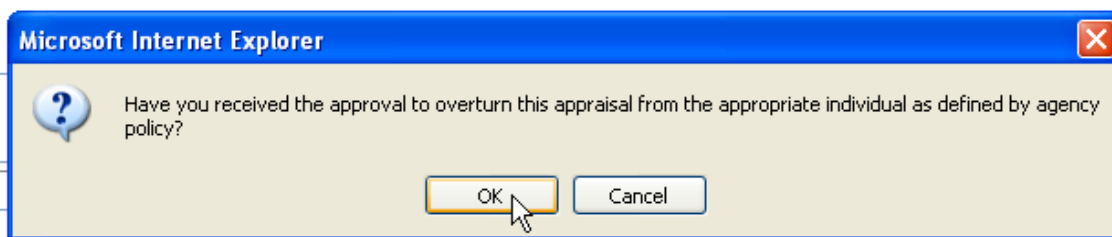
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Appraisal Status	<a href="#">Complete</a>	Overall Score	6.6	Overall Rating	Successful
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[Detail explanation about button functionality](#)

Please see "Detail explanation about button functionality" link below for information.

The Rater then clicks the “Overturn Appraisal” button at the bottom of the page. A confirmation message is displayed.



If the Rater clicks “Cancel”, the appraisal stays in “Complete” status and remains unchanged. If the Rater clicks “OK,” the appraisal status changes to “In Progress.” The Rater can then edit the appraisal and save it or submit it.

*Appraisal Status* [In Progress](#)

The appraisal must go back through the process of being approved by the Reviewer before it can be marked “Complete” and finalized in the system. For annual appraisals, this must be done before the rating period is over on March 31st.