How to process a Third Party Review

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The Supervisor Requests a Third Party Review

1. Log in to eAppraisal

2. Click on the link Complete appraisals for your direct reports

My Tasks (You have tasks to do)

<table>
<thead>
<tr>
<th>Status</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Evaluation: Appraisal Process 2012</td>
<td>Status</td>
</tr>
<tr>
<td>Complete your self-appraisal</td>
<td></td>
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<tr>
<td>Appraisal Process 2012</td>
<td>Status</td>
</tr>
<tr>
<td>Complete appraisals for your direct reports (5 To-Dos)</td>
<td></td>
</tr>
</tbody>
</table>
3. Select the employee you wish to receive a Third Party Review for by clicking on **Edit Appraisal**

4. The appraisal for that employee opens

5. To invite a Third Party Reviewer, click on the **Third Party Review Tab**
6. A selection box appears so that the supervisor can select the Third Party Reviewer. Select the Third Party Review by name.
7. When the Third Party Review name displays in the selection box, highlight the name. The supervisor can ensure they have selected the correct person by choosing to view more information about the person, such as email and department.
8. Once the selection of the Third Party Reviewer is completed, the appraisal form for the employee to be review will open. When an appraisal is pending a Third Party Review, the supervisor can no longer update the appraisal. Once the Third Party Review has completed their review and submitted their comments, the appraisal will be released back to the supervisor. **If the supervisor wishes to cancel the Third Party Review, click on the Cancel Review tab.**

**Third Party Reviewer**

1. Log in to eAppraisal.
2. Click on the **Provide third party feedback link**
3. Click on the **Edit appraisal** link.

4. The appraisal form opens.

5. Select the competency(s) to provide Third Party Review comments.

6. Click on the **Add annotation icon**.
7. A comment box for annotations will open.

8. The top section of the annotation box is for previously submitted comments. To add a new comment/annotation, type comments in the New Annotation box.
9. When all the comments/annotations for the employee are completed, select Save and Submit. The TPR also has the option to Save and revisit the appraisal at another time. An open Third Party Review will prevent the supervisor from making any changes or submitting the appraisal until the Third Party Review is submitted or cancelled by the supervisor.

10. Upon submission of the Third Party Review, the reviewer will note the completed icon at the top of the form. Once this icon appears the Third Party Reviewer can no longer provide comments/annotations and the appraisal is released back to the supervisor.
Access Third Party Reviewer Comments

1. Supervisor can view the status of the direct reports that have a completed Third Party Reviewer (s) comments/annotations by clicking on the **view status tab**.

2. A status box opens up detailing step status and date due/completed.
3. To access the comments/annotations, select employee and click on **Edit Appraisal**.

4. The appraisal form opens.

5. A notification at the top of the form (in blue highlight) indicates that a Third Party Reviewer has provided comments/annotations.
6. To view the comments/annotations click on the annotation icon.

7. The annotations details box opens providing the supervisor with the comments/annotations made by the Third Party Reviewer.
8. The supervisor has the option to ignore the comments, copy and paste (highlight comments to copy) the comments into the competency comment box and retain the information of the person that provided the comments or remove those details. Annotations that are not used (copy and pasted) will be removed once the form is saved. Comments/Annotations are not stored once the form is submitted by the supervisor.

9. The copied comments are pasted into the appropriate competency, displaying the Third Party Reviewer and the date the comment was provided. The supervisor has the option to remove that detail if they wish for the direct report not to see it.
10. Click on **save**.

11. A confirmation box will appear to let the supervisor know the information is now saved.

12. The appraisal must be saved as well to ensure that session time out will not remove the information provided. Once the appraisal is fully complete, click on save and submit. No further changes will be allowed. **Note:** before a supervisor clicks on save and submit, the meeting with the employee to review and discuss the appraisal must be completed.

   A supervisor can invite multiple Third Party Reviewers but they can only be done one at a time.