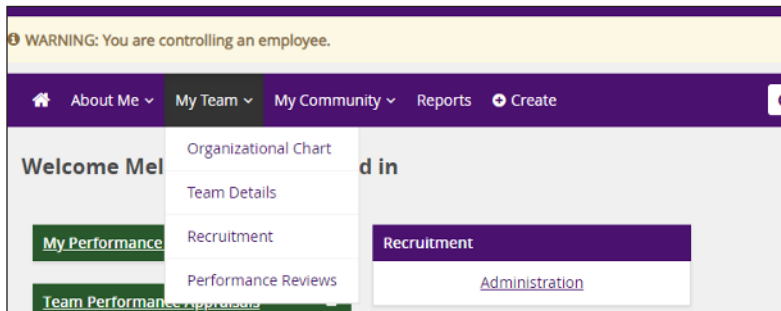


HIRING MANAGER GUIDE ON HOW TO MOVE A REVIEW BACK ONE STEP

1. Login to Employee Services
2. Click on My Team > Performance Reviews



3. Click on the employee's name

Employee	Review process	Review step	Role	Start date	Due date
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4. Click the Performance Tab



5. Click on Review Step

Performance reviews					
Review process	Start date	End date	Review Manager	Review step	Status
2020-2021 P&S Performance Appraisal	04 Jan 2021	19 Apr 2021	Melissa Engdahl	Supervisor / Employee Review Meeting	Current

6. Lastly, read and click Save

