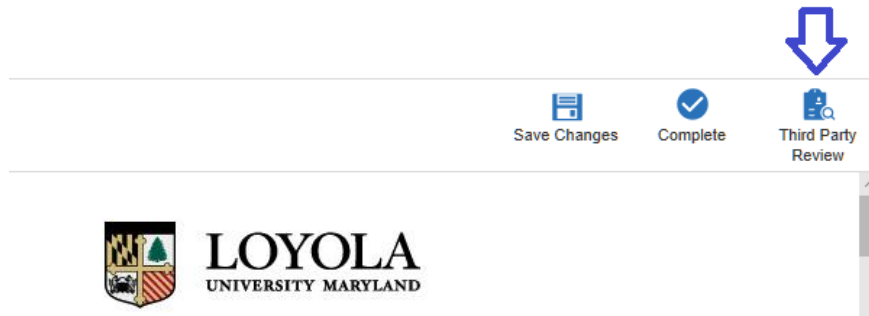




## Department of Human Resources

Steps for requesting Third Party Feedback (for Supervisors):

1. Select the employee's review you would like to send to a third party from the "Task Status" screen.
2. Once the Appraisal is pulled up on the top right corner of the form you will have a Third Party Review button. Click that button.



3. This will bring up a Send for Review Screen. Search for the employee you would like to send the review to - select their name and then click Send.

4. This will send an email notification to the person you have selected to do the third party review. The third party will be able to see the appraisal but they will not be able to make changes to the appraisal. They can only add notes to the appraisal.