The 2nd Level Role guide covers the following Performance Management steps:

1: Supervisor Creates the Plan
2: Second-Level Review of Plan
3: Supervisor/Employee Plan Meeting
4: Employee Plan Acknowledgement
5: Employee Self Evaluation
6: Annual Appraisal Creation
7: Second-Level Review of Appraisal
8: Send Appraisal to Employee
9: Acknowledge Appraisal

Proceed to next slide (Index) for guide navigation
Direct Access to 2nd Level Role Steps:

Step 2: 2nd Level Review of Plan
Step 7: 2nd Level Review of Appraisal

Note: Click Link to Navigate Directly
Slide Navigation: Click Return to Index button at any time to return here
STEPS

1. Access People Admin
2. Click For UNCSA Employees
3. Login with Microsoft
STEPS

1. Click the three-dot menu
2. Click UNCSA Employee Portal
2ND LEVEL ROLE: REVIEW PLAN | Review Action Items & Select Employee to Review Plan

**STEPS**

1. Review Action Items List

2. Click Item Link with Employee Name to Review Plan

RETURN TO INDEX
STEPS

1. Review Plan for Employee

2. Once Review is Complete, Select Approve or Return

3. Select OK on Pop Up if Approving

The Review Plan Step is Complete! It Will Now Route to Supervisor to Conduct Meeting with Employee
**STEPS**

1. Access [People Admin](#)
2. Click For UNCSA Employees
3. Login with Microsoft
STEPS

1. Click the three-dot menu

2. Click UNCSA Employee Portal
STEPS

1. Review Action Items List

2. Click Item Link with Employee Name to Review Appraisal
STEPS

1. Review Appraisal for Employee
2. Once Review is Complete, Select Approve or Return
3. Select OK on Pop Up if Approving

The Review Appraisal Step is Complete!

It Will Now Route to Supervisor to Conduct Meeting with Employee

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