

10. Once all sections are completed, scroll to the bottom and click the check box and submit. *(Note: this will route the evaluation document to the Reviewer)*

Note: Once the Reviewer approves the evaluation, it will be routed back to you for you to release it to the employee. This will allow you to personally review the evaluation with your employee prior to the system sending it for their sign off.

To route an approved evaluation to the employee:

Repeat steps 1-5, above. Scroll to the bottom of the document and click [Release to Employee](#)

(Note: This button will only appear after the Reviewer has signed off. Clicking the release will allow the employee to see and sign off on their evaluation)