Performance Process: 2nd Level Reviewer

This step by step guide offers 2nd Level Reviewers an overview of DePaul’s ePerformance process and provides answers to frequently asked questions.

If you would like a more in-depth, step by step walk-through of the performance appraisal document then visit: HR’s Performance Page > ePerformance Demo

Reviewing Document

- Follow this path after logging into: pshr.depaul.edu
  Main Menu > Manager Self Service > Performance Management > Performance Documents > View-Only Documents
- You will be able to see the reviews of your direct reports and their direct reports.
Approving Document

- As a 2nd Level Reviewer you are required to review and approve all appraisals that are given an Overall Summary rating of a 1 or 2.
- Navigate to the document, selects the employee, review the document, enter comments, and click Approve or Deny.
- **Approval** will forward the document back to the manager. The manager will then share it with the employee.
- **Denial** will send the document back to the manager, who will reevaluate and share with the employee.

Contact: Organizational Development and Workplace Learning
training@depaul.edu, or at 312.362.8342 if you have any questions