A third party review can be used in any case where a manager would like to get feedback on an employee from someone outside of their reporting line. For instance, if an employee has two managers (e.g. dual positions or a matrix reporting environment), one manager would likely want the other’s feedback. Third party reviewers are not able to edit the appraisal; they can only provide annotations. Managers can recall a third party review at any time. To conduct a third-party review, follow the below steps.

1. Log in to myPerformance

2. Click “Write appraisals for your employees”

3. Click “Edit Appraisal” for the employee whose evaluation you would like to send to a third party reviewer
4. Click “Third Party Review (Optional)"

5. Search for the person to whom you would like to send the appraisal and click “Send”

6. Provide feedback as a third party reviewer by clicking “Provide feedback for an employee appraisal”
7. Provide feedback as a third party reviewer using the annotation buttons
8. To send the appraisal back to the manager, click “Complete”

9. Click on “Write appraisals for your employees” to access the feedback the third party reviewer provided. The number of annotations that the third party reviewer will be listed at the top of the form.
10. In order to submit the form, all annotations must be read. Unread annotations will be marked by a red exclamation point symbol. Click the annotation symbol to read the feedback provided.

11. Once the unread annotations are read, the third party review is complete. There are no limits on the number of third party reviews that can occur. A third party review can be canceled at any time by clicking the Task Status tab, clicking “View Appraisal,” and then clicking “Cancel Review.”
The annual Performance Appraisal is intended to summarize employee performance over the past year and provide an opportunity to plan for next year. Two sections of the form count toward overall rating: Success Factors and Key Responsibilities. Use the rating scale definitions below to help accurately document performance. Use the comment boxes to provide specific examples that support the rating. A comment must be provided if a rating of "Outstanding" or "Unacceptable" is given.

**Outstanding**
- A role model in the job.
- Exhibits mastery in all facets of the job.
-POs the custodian at the center of everyday activity.
- Demonstrates superior ability in all facets of work.
- Serves as a mentor and guide.
- Always seeks ways to improve the job.
- Clearly articulates and implements best practices.
- Actively promotes cooperation, understanding, and teamwork.

**Exceeds Expectations**
- Demonstrates consistently exceeds expectations on key responsibilities or success factors.
- Sets and meets challenging professional goals.
- Assumes extra responsibilities and participates in projects often.
- Exhibits superior performance in all areas.