



Performance Management Approver Quickstart

This Quickstart is intended for staff employee approvers using the PrismHR Talent Management system. This guide teaches you how to approve appraisals from the Performance Management module of PrismHR Talent Management.

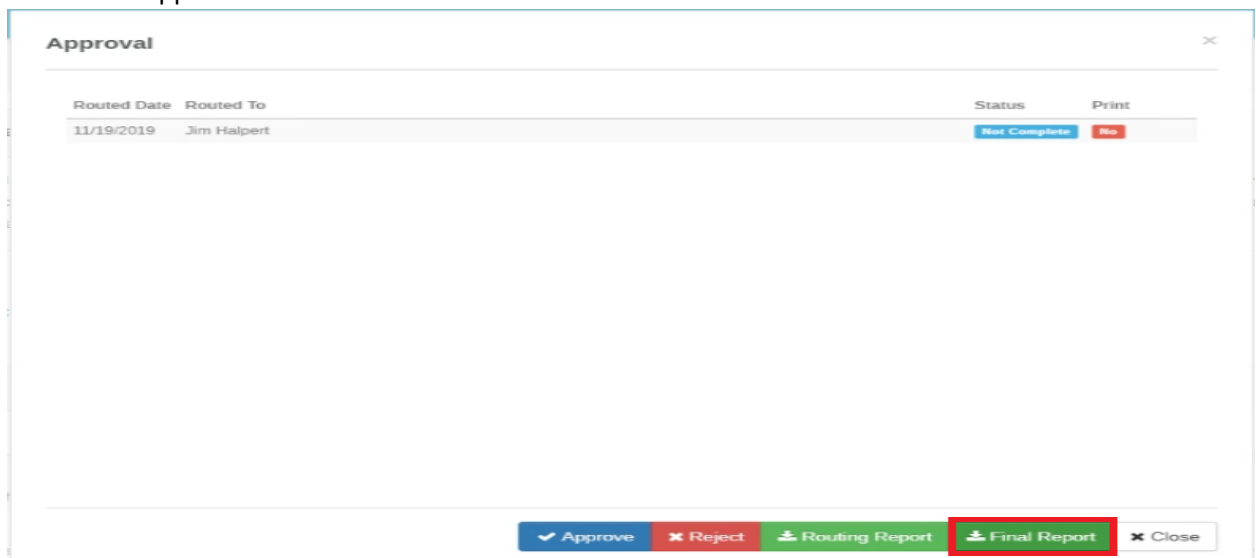
Logging In

To access the site, go to bartonccc.agilehr.com (this link is not on our web site and single sign-on through the portal is currently not available). There will also be a link within the DoNotReply@agilehr.com system notifications to send you directly to the site.

Your username and password will both be your Barton e-mail address unless the system has been accessed before and the password changed. If you are logging in for the first time, please be sure to update your password to a secure password by clicking on the icon in the top right-hand corner, select settings, user settings and then select the change password button.

Approving Appraisals

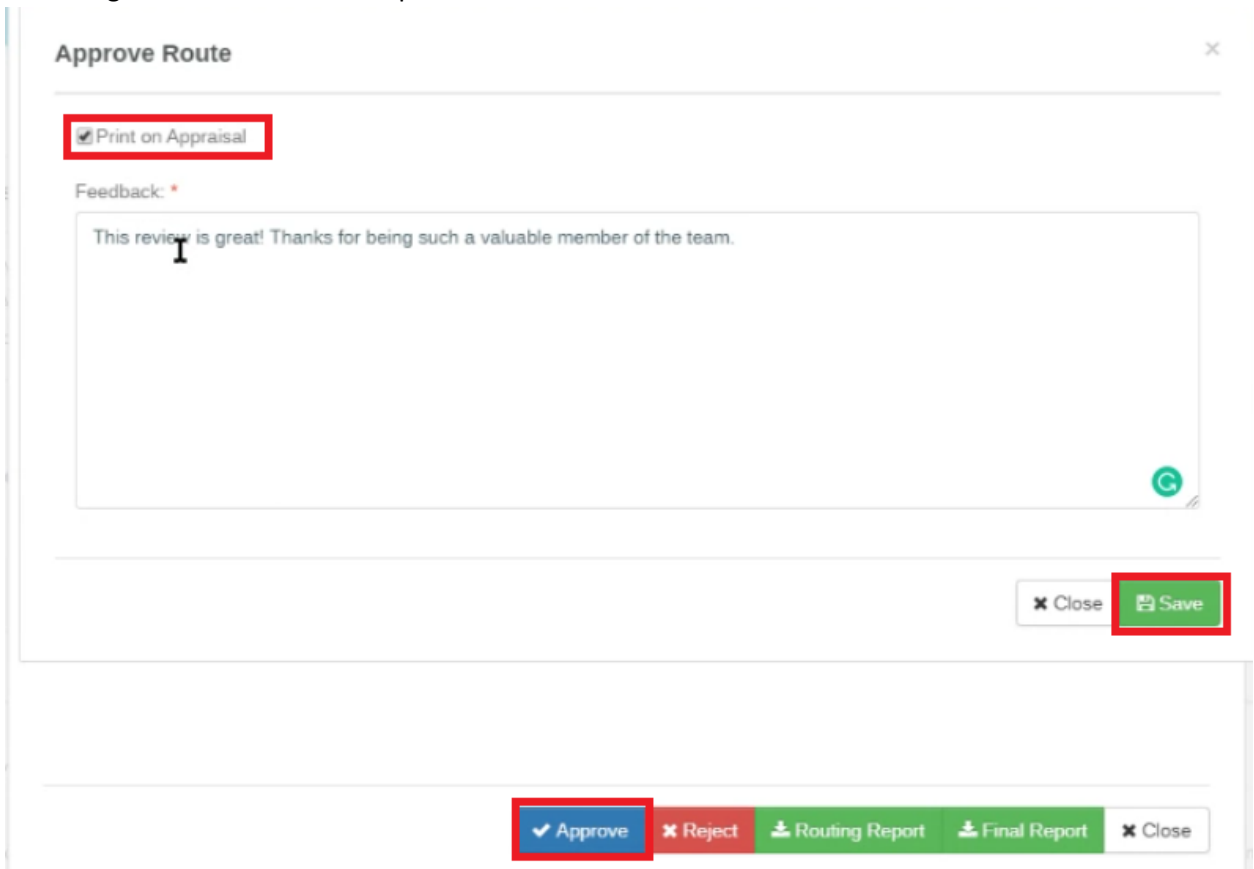
1. You will receive a notification from the DoNotReply@agilehr.com system letting you know you have an appraisal to approve.
2. Click on **Approve Appraisals** located in the menu on the left hand side of the screen.
3. Click into the review. This will open up the **Approval** screen.
4. Click on the **Final Report** button. This report will appear as a PDF in the bottom left hand of the screen. Open the report to review employee and supervisor responses to the appraisal, as well as the final appraisal score.



5. You are able to **Approve** or **Reject** The appraisal in the **Approval** screen.

Performance Management Approver Quickstart

6. If you approve, click on the **Approve** button.
7. Type your comments into the **Feedback** box. Comments can speak to the appraisal and the employee's overall performance.
8. Click **Print on Appraisal** to allow everyone on the appraisal to see your comments and that you have approved.
9. Click **Save**. The supervisor will receive notification that you have approved the appraisal to allow them to go on with their next steps.



Approve Route ×

Print on Appraisal

Feedback: *

This review is great! Thanks for being such a valuable member of the team.

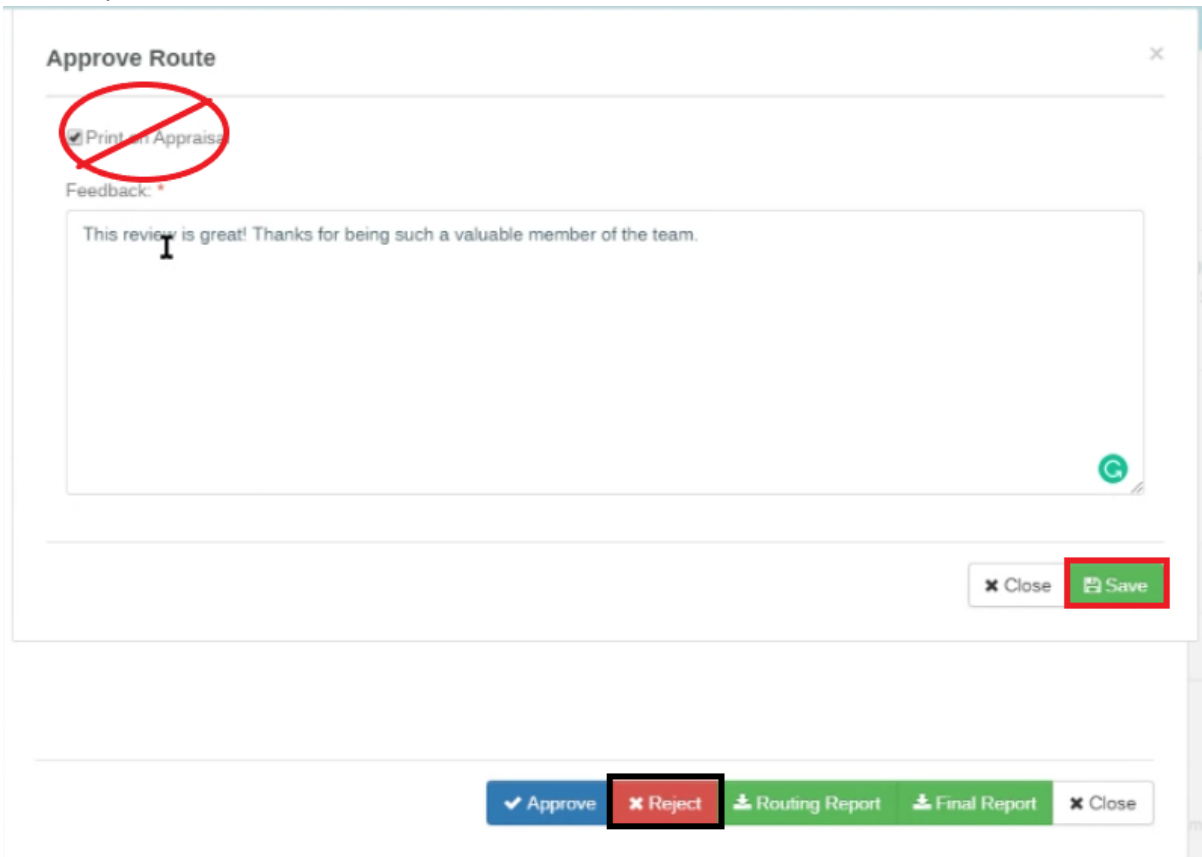
× Close Save

✓ Approve ✗ Reject 📄 Routing Report 📄 Final Report ✗ Close

10. If you want to reject the appraisal for corrections, click the **Reject** button.
11. Enter the reasons for rejection into the **Feedback** box.

Performance Management Approver Quickstart

12. Unclick **Print on Appraisal** so that your comments are not shown on the Final Appraisal Summary.



Approve Route ✕

Print on Appraisal

Feedback: *

This review is great! Thanks for being such a valuable member of the team.

✕ Close Save

✓ Approve ✕ Reject Routing Report Final Report ✕ Close

13. Click **Save**. This will send the supervisor notification that the appraisal was rejected with your comments pointing out what needs to be corrected. The supervisor will make the corrections and re-route it to you. Once you are satisfied with the appraisal, complete items 6-9 above.