

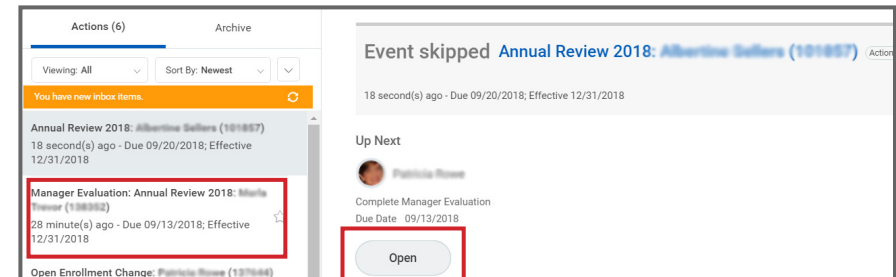
If an employee on your team had a different job(s) throughout the year working with a different manager(s), you can send the review to those managers to review the goals. This may happen through a transfer, demotion, promotion, move worker task or shift change. Up to two different managers can be selected to review. If possible, talk to the other manager(s) to let them know an evaluation will appear in their inbox. When the other manager(s) has completed their evaluation, the information they provide will be incorporated into the review. **You will not receive a notification and you do not need to wait for them to proceed with your evaluation.**

### Get an Additional Manager Evaluation

1. From your home page, click your **Inbox** icon
2. Click the **Annual Review 2019** inbox item
3. Under **Get Additional Manager Evaluation**, click **Reviewers** to search for the employee's previous manager
4. Type the manager's name into the **search bar** and select the appropriate manager
5. Click **Submit** when the manager(s) is selected

6. In your inbox, click the **Manager Evaluation: Annual Review 2019** task

7. Click **Open**



8. Complete the Performance Review according to the **Performance Review** process