# Evaluations:
2nd Level Supervisor Guide

As the 2nd Level Supervisor, you will review the evaluation submitted by the Supervisor and sign off on it, sending it to the VP for approval.

1. Log in by clicking on **Access Talent Management System** in the **Talent Management System** channel in the **Employees** tab in BengalWeb.

2. Click on the **Your Action Items** heading to see the complete list of tasks awaiting your attention. *(Note: the list below the heading may only be a partial list.)*

3. Click on the employee's name to open the **Overview** page. Pay special attention to the **Review Step Progression** chart at the bottom that shows which steps of the overall evaluation process have been completed and where the evaluation goes next. Click **Get Started**, bottom right.
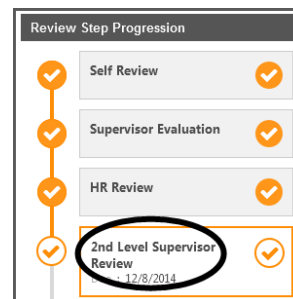
NOTE: you will not be able to change any of the information on the pages you see. However, you will be able to review all comments from the employee and the Supervisor (and Co-Planner—a second supervisor—if there is one).

4. At the end of each section, click **Save and Continue (on most pages)/Next (on the summary page)** to move to the next section of the evaluation.

5. If you have identified any changes that need to be made, you can click on the **Re-open Step** button found on the Overview page to return the evaluation to the supervisor, or to the employee. If you use this functionality, you will want to save and exit which will allow you to review the changes prior to submitting your signature, which will end your access to the review.

6. Once you have looked at all the pages of the evaluation, the **Performance Eval 2nd Level Sign Off** screen will open. Type any comments (optional) in the empty box at the bottom of the screen.

7. Electronically sign off this evaluation, by typing your first and last name in the box. Click **Sign,** then click the **Submit** button. This sends an email to the Vice President or Dean for review.