

Completing an Employee Evaluation by Manager

1. Log into UltiPro at <https://ew31.ultipro.com/> and look towards the top right of the screen where the **To Do** icon is located. Select that icon. Once on the page, select **Edit** next to the **Manager Assessment**.
2. Once in the evaluation, select **Start** next to the **Review Rating** to input your review score. You will notice that you are able to see the employee's rating of themselves and any comments.
3. Select your score from the drop-down list and enter any comments that support your rating score. Once complete, choose **Save & Close**.
4. You will then be directed back to the **Review Summary** and select **Send** at the bottom of the screen to send the review to the next contributor.
5. Select **OK** on the message that pops up notifying you that you are not able to make any changes after submitting the review.





