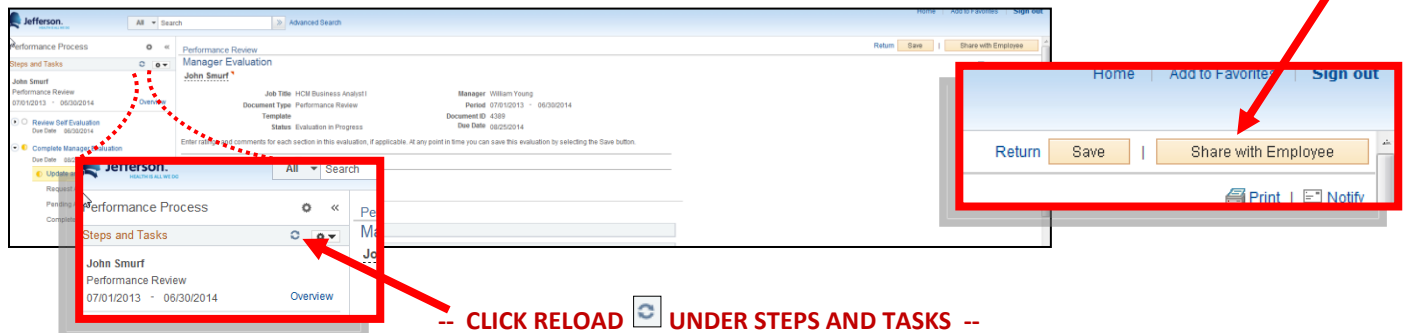# ePerformance Manager Final Steps to Evaluation Completion

A performance evaluation will not be "completed" unless the manager takes the following steps:

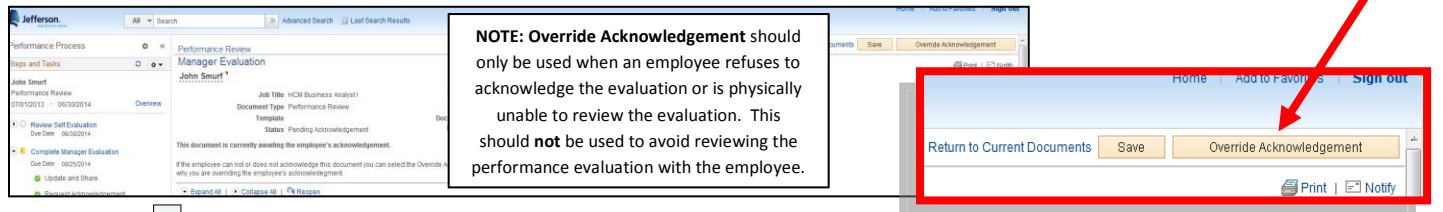## 1. SHARE

-- CLICK RELOAD UNDER STEPS AND TASKS --

2. ACKNOWLEDGE

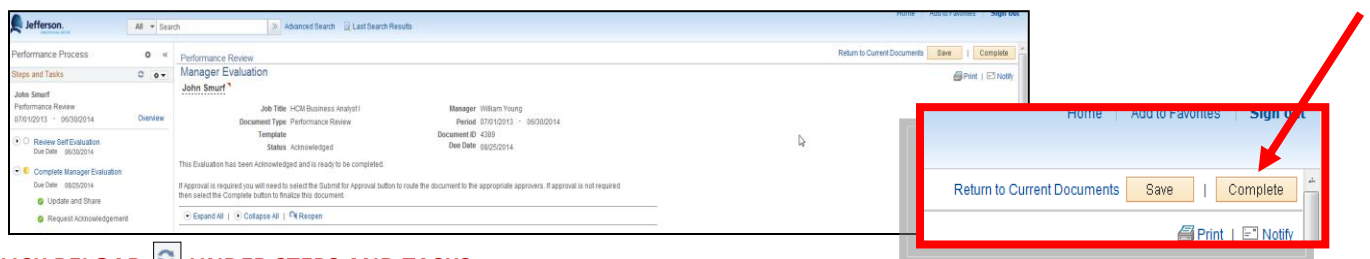-- CLICK RELOAD UNDER STEPS AND TASKS --

Optional Step: Override Acknowlegement

NOTE: Override Acknowledgement should only be used when an employee refuses to acknowledge the evaluation or is physically unable to review the evaluation. This should **not** be used to avoid reviewing the performance evaluation with the employee.

-- CLICK RELOAD UNDER STEPS AND TASKS --

3. COMPLETE

-- CLICK RELOAD UNDER STEPS AND TASKS --

4. CONFIRM

Once you click "Confirm" the performance evaluation is now considered "Complete."