




## Final Review Stage: Appraising Manager (Navigating the ACES Online Application)

The job aid is designed to provide instructions for completing the Final Review Phase of the Commonwealth's Performance Review cycle for managers.

### Technical Tips

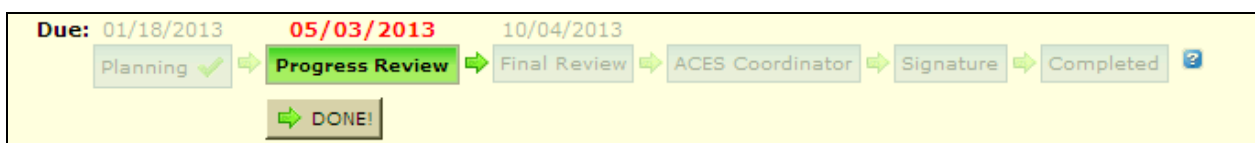
- **Bookmark ACES Online:** Make sure to bookmark this page for quick access on your next visit. In Internet Explorer, click on **Add to Favorites** in the Menu bar, and then click on the **Add** button.
- **Spell Check:** To complete a spell check of the content entered on the form, click on the Spell Check icon located at top of form. 

### Steps to Update the ACES Online Performance Evaluation Form


1. Log into ACES Online:  
(<https://performancemanager4.successfactors.com/login?company=MA&>)
2. Click on the **ACES Inbox** tab.
3. Locate your Reporting Manager's (Direct Report) 2013 ACES form and click on the link to access the form.
4. Verify that the form is in the **Final Review Phase**. The Final Review phase box will have green backfill.



5. If the form is in the **Progress Review Phase**, click on the **"DONE!"** button to move the form to **Final Review Stage**.





6. Click on the **Manager Objectives** button in the Left Navigation bar.
7. Review the comments (if any) by your Reporting Manager in the **Final Review Comments by Reporting Manager** field under each objective. Add comments to the **Final Review Comments by Appraising Manager** section, if appropriate.
8. Select the appropriate rating for each objective from the **Final Rating** drop-down list. (Exceptional, Highly Effective, Successful Performer, Satisfactory, Below Expectations, or Not Applicable). For more information on [rating definitions](#), click on the link below.
9. Click on the **Career Growth Objectives** button in the Left Navigation bar.
10. Select the appropriate rating for each objective from the **Final Rating** drop-down list. (Accomplished, In Progress, or Not Accomplished). For more information on [rating definitions](#), click on the link above. Review the comments (if any) in the **Comments by Reporting Manager** field under each objective. Add comments to the **Comments by Appraising Manager** section, if appropriate.
11. Click on the **Core Managerial Competencies** button in the Left Navigation bar.
12. Select the appropriate rating for each behavioral statement from the **Rating by Appraising Manager** drop-down list. (Consistently demonstrates, Frequently demonstrates, Occasionally demonstrates, Seldom demonstrates, or Not Applicable). For more information on [rating definitions](#), click on the link above. Review the comments (if any) in the **Comments by Reporting Manager** field. Add comments to the **Comments by Appraising Manager** section, if appropriate.
13. Click on **the Final Review Overall Comments** button in the Left Navigation bar.
14. Review the comments (if any) by the Reporting Manager. Enter comments in the **Final Comments** field.
15. Click on **the Final Review Overall Rating** button in the Left Navigation bar.
16. Select the **Overall Final Review Rating** from the drop-down list. (Exceptional, Highly Effective, Successful Performer, Satisfactory, or Below Expectations)
17. Click on **save icon** at top of form to **save** the entire form. 



18. To complete the process, click on the **DONE! Send Form to ACES Coordinator** button located at the top of the form below the routing map, or at the bottom of the form.



19. A new window will open to an email notification message. The form will now move to **ACES Coordinator stage** where it remains until final reviews begins.

20. Click on the **DONE** button to close the **Final Review Stage**.

**Done! Send Form to ACES Coordinator**

You're about to send this form to the next person(s) specified in the workflow.

Forward Form to

Done! Send Form to ACES Coordinator

By clicking the button, you have finished entering final review ratings. This confirms that the form is being sent to ACES Coordinator for review.

Send and Open Next Form

or Cancel & Return to Form

Click on **Cancel & Return to Form** button to cancel moving the form to the **ACES Coordinator stage**.

21. **REMEMBER:** Until your human resources office notifies you that the entire agency has been cleared to share overall final ratings and the form has been moved by the agency ACES Coordinator to signature stage, you should not schedule a one-on-one meeting with your reporting manager or discuss his/her final review ratings or other form content.