Your PATHways Guide to Supervisor Closing of the Performance Evaluation

The PATH system refers to the Performance Evaluation of an employee as the Supervisor Evaluation. The last steps of the performance evaluation process are for the supervisor to acknowledge the employee’s comments (if any) and take action as appropriate, and then to close the evaluation in the PATH system. This final step concludes the performance management process for the performance review period.

Close a Performance Evaluation

1. To acknowledge comments and close a Performance Evaluation:
   a. Go to Your Action Items section of the Home page and click on the View button under the Action column for the task, “Supervisor Acknowledges Comments/Closes Review.”
   b. Click on the Approvals & Acknowledgements link in the navigation pane to view comments made by the employee.
   c. Click the back button in your browser to return to the Supervisor Acknowledges Comments/Closes Review.
      Note: If the comments were accessed through the employee’s Overview Page, click on the Home tab followed by clicking on the View button for Supervisor Acknowledges/Closes Review.
   d. Click on the Complete button.

![Image of Your Action Items](image1)

![Image of Approvals & Acknowledgements](image2)
2. The employee’s Performance Evaluation is now complete and the performance management process for the review period is closed.

3. You can access the Performance Evaluation for an employee at any time by accessing My Employees’ Reviews and clicking on the View Review button for the Performance Evaluation you want to view.

Additional Information
For additional information, please visit http://EODinfo.tamu.edu/PATHways. If you have additional questions or need assistance, please contact EOD at HRPATHways@tamu.edu.