**SV/MGR**

**Do I have to do anything after I hit submit (for job expectations)?**

Yes, after your face to face meeting with classified staff to review the job expectations you need to:

1. Go back into the system, make any changes to the expectations, enter the date of the meeting, and then click confirm. (These steps are located on page 18 of the User Guide.)  The employee will then receive notification via a system generated email that the Job Expectations are ready for their signature (page 21 for employee sign off).
2. Once the employee signs off, then you as the Rater will sign off. You will receive an email notification saying the employee has signed off (page 24 for Rater sign off).
3. The system will automatically generate an email for Reviewer to review the evaluation.
4. Check your spam/junk folders as the system generated email may be sent there.