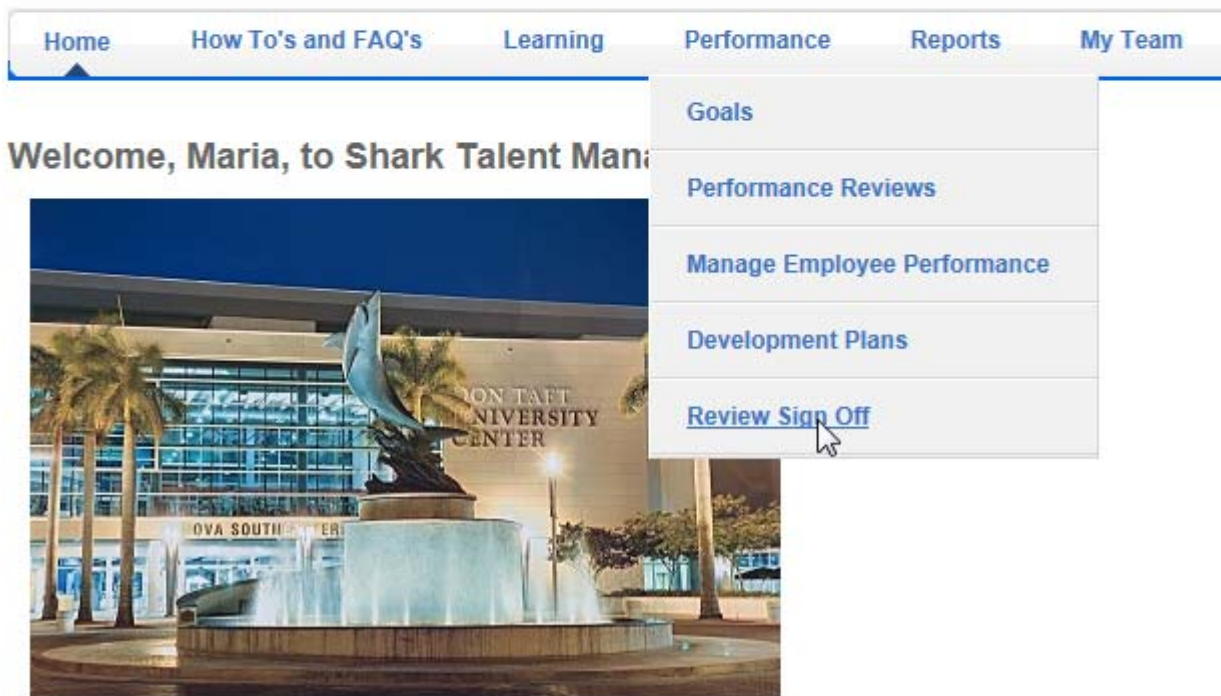


The Bulk Review Signoff Option allows an Immediate Supervisor to sign off on a batch of reviews at once. This is a separate step in the workflow and no other actions can be performed during this step. All reviews to be signed off in bulk **must** have Step 2-Immediate Supervisor Review must be completed first.

When the Immediate Supervisor had completed discussions with a group of Employees, the Supervisor can then follow the menu path **Performance > Review Sign Off**.



From the Performance Review Signature Sign Off page, check the boxes next to the reviews that require sign off, then select the option button Sign Off.

**NOTE:** Any review that has not yet had Step 2-Immediate Supervisor Review completed and submitted will not appear on the page for bulk sign off.