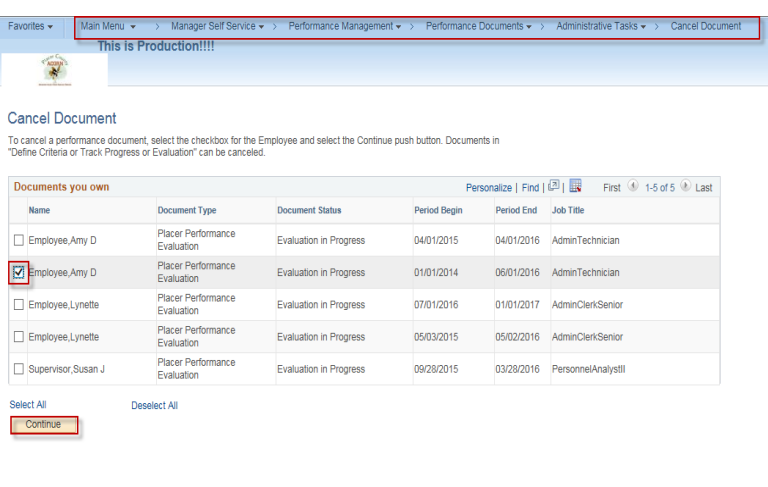
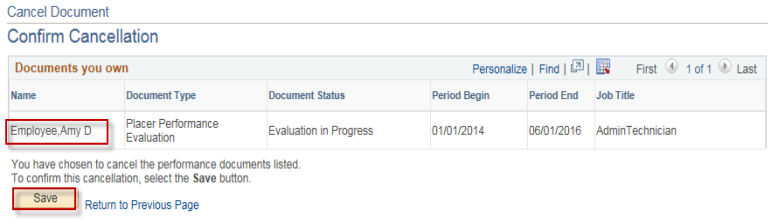


Supervisor Cancels an Evaluation

Navigation: Main Menu>Manager Self Service>Performance Management>Performance Documents>Administrative Tasks>Cancel Document	
Instructions	ACORN Page
<p>PURPOSE: Supervisors can cancel an evaluation they currently own that has not been completed.</p>	
<p>1. Navigate to Main Menu>Manager Self Service>Performance Management>Performance Documents>Administrative Tasks>Cancel Document.</p> <p>ACORN will return all Employees who report to the Supervisor, that are due an evaluation. Click the checkbox next to the evaluation that will be cancelled. Click the "Continue" button.</p>	
<p>2. Confirm the appropriate evaluation has been selected. Click the "Save" button.</p>	
<p>3. A save confirmation screen will appear. Click the "OK" button. The evaluation will no longer be available.</p>	