



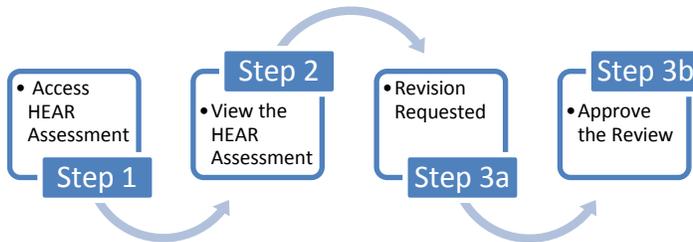
# HEAR Assessment: Request Revision or Approve

ROLE: REVIEWING AUTHORITY

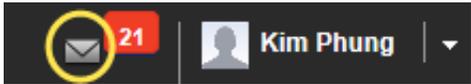
## Purpose

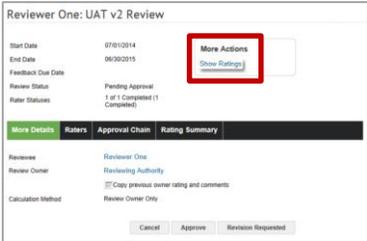
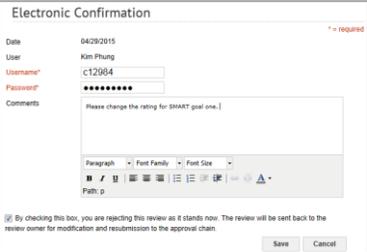
This job aid is to guide the reviewing authority through the step-by-step process of how to request revisions or approve the review. Follow the steps below to request revisions or approve the review.

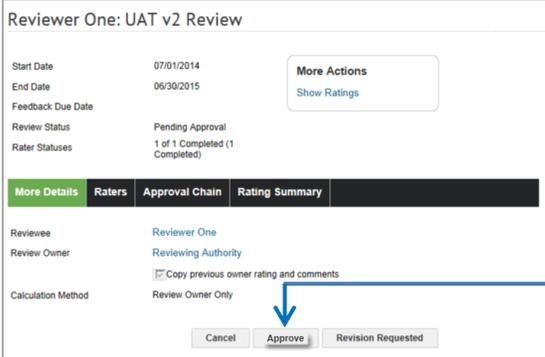
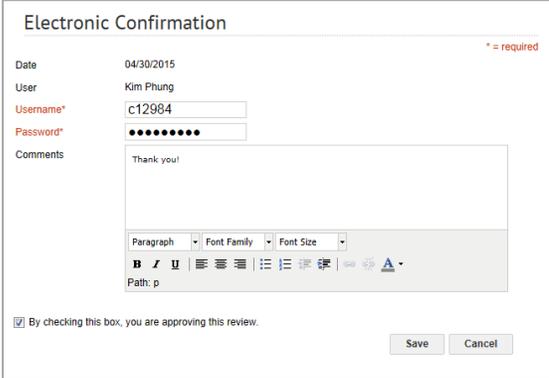
## Process Flow



## Procedure

Step	Action
<p>Log into the Talent Management System (TMS) at <a href="https://talent.houstontx.gov">https://talent.houstontx.gov</a></p> <p>1. Access the HEAR Assessment</p>	<ul style="list-style-type: none"> <li>Click the <b>Inbox</b> icon in the top main header next to your name. The <b>Inbox Detail</b> screen displays.                </li> <li>In the left navigation pane, click <b>Approve Reviews</b> to continue.                </li> <li>The <b>Approve Review</b> page displays. Click the <b>title of the review</b> link in the <b>Review Name</b> column.                </li> </ul>

Step	Action
<p>2. View the HEAR Assessment</p>	<ul style="list-style-type: none"> <li>The employee's review page displays. In the <b>More Actions</b> box, click <b>Show Ratings</b> to view the review.</li> </ul>  <ul style="list-style-type: none"> <li>The <b>Printer Friendly View of Review</b> window displays. After reviewing the HEAR Assessment, click the <b>Close</b> button at the bottom of the page.</li> </ul> 
<p>3a. Revision Requested</p> <p><i>Note: If there is <b>NO</b> revision needed then please proceed to <b>Approve the Review</b> (on the next page).</i></p>	<ul style="list-style-type: none"> <li>If changes are needed, click the <b>Revision Requested</b> button and enter in your comments. The HEAR Assessment will be sent to the manager for revision.</li> </ul>  <ul style="list-style-type: none"> <li>The <b>Electronic Confirmation</b> dialog box displays.</li> <li>Enter your <b>Username</b> and <b>Password</b>. In the <b>Comments</b> text box, type the reason for sending the review for revision. Read the statement and click the <b>check box</b>.</li> <li>Click the <b>Save</b> button.</li> </ul>  <ul style="list-style-type: none"> <li>The plan is sent to the Manager for revision.</li> </ul> <p><i>Note: To continue to the next step, the Manager must send a revised HEAR Assessment.</i></p>

Step	Action
<p>3b. Approve the Review</p>	<ul style="list-style-type: none"> <li>If there are no changes, click the <b>Approve</b> button.</li> </ul>  <ul style="list-style-type: none"> <li>The <b>Electronic Confirmation</b> dialog box displays.</li> <li>Enter your <b>Username</b> and <b>Password</b>. In the <b>Comments</b> text box, type the reason why you are sending the review for revision. Read the statement and click the <b>check box</b>.</li> <li>Click the <b>Save</b> button.</li> </ul>  <ul style="list-style-type: none"> <li>The HEAR Assessment is approved and is sent to the manager.</li> </ul>

**END OF PROCEDURE • RETURN TO TOP**