Set Up Performance Review Approvers

Use this article to designate employees who can review and approve performance reviews for their direct reports. You can also choose whether completed performance reviews require additional HR approval.

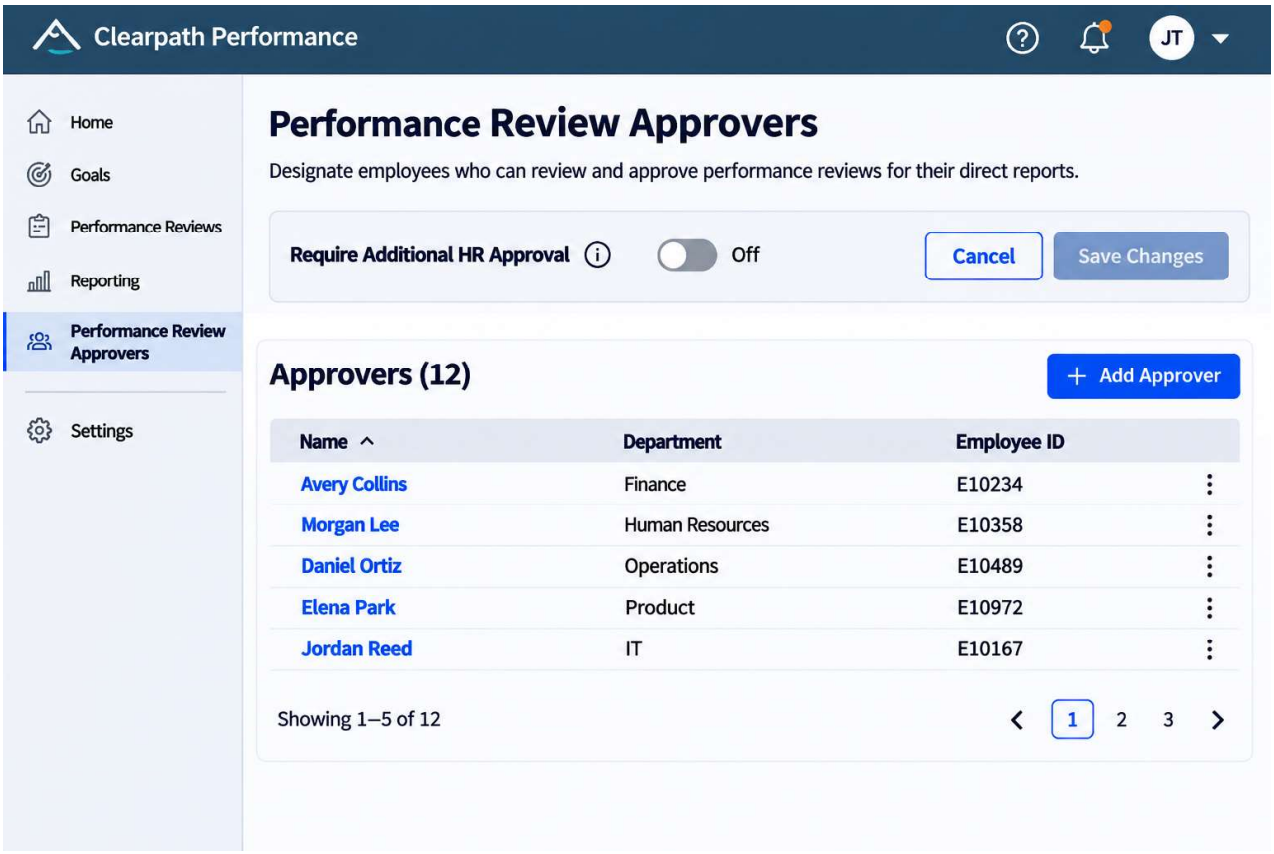
To add several approvers at once, see Add Multiple Performance Review Approvers.

Before You Begin

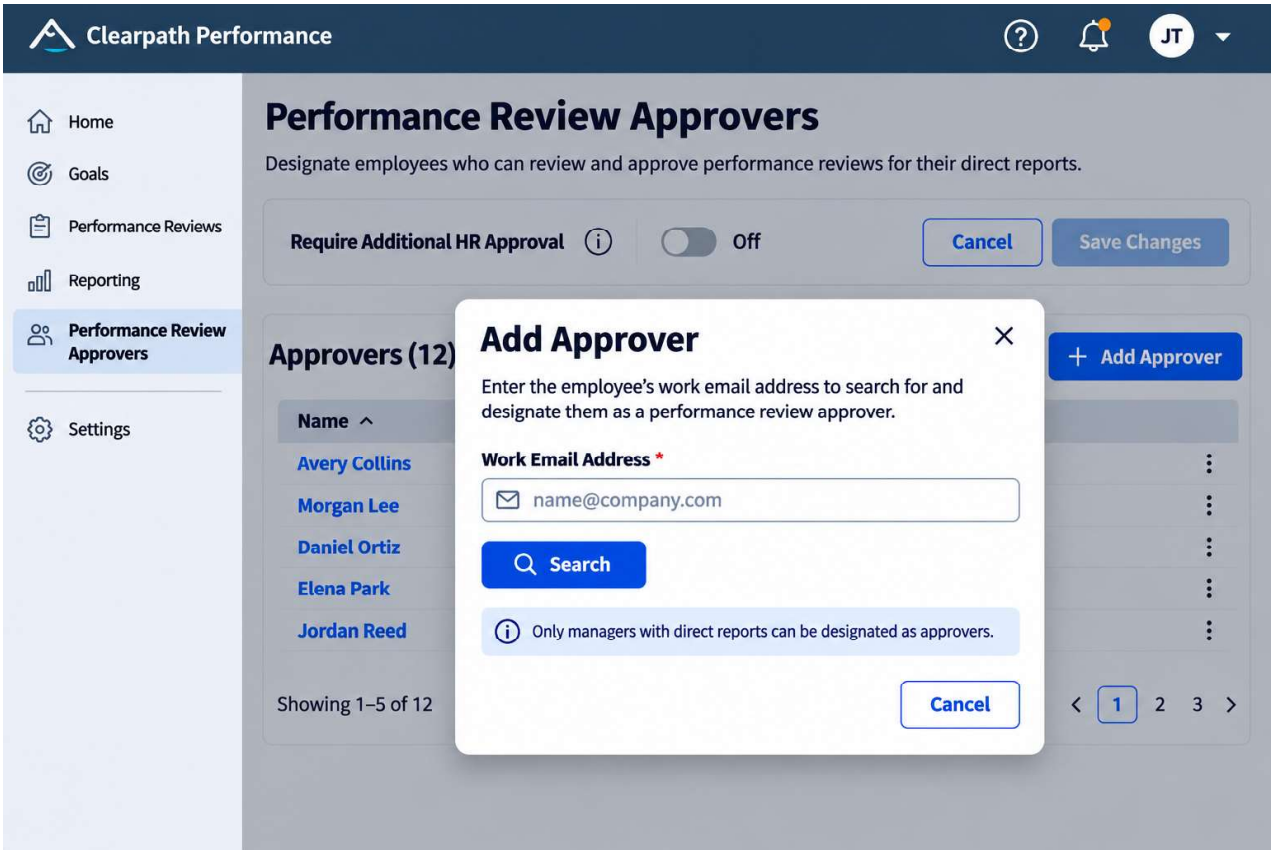
- You must have HR administrator access to Clearpath Performance.
- The employee you want to designate must have an active account in your company's employee directory.

Add a Performance Review Approver

1. Sign in to Clearpath Performance.
2. From the left navigation menu, select **Performance Review Approvers**. The current list of designated approvers appears.



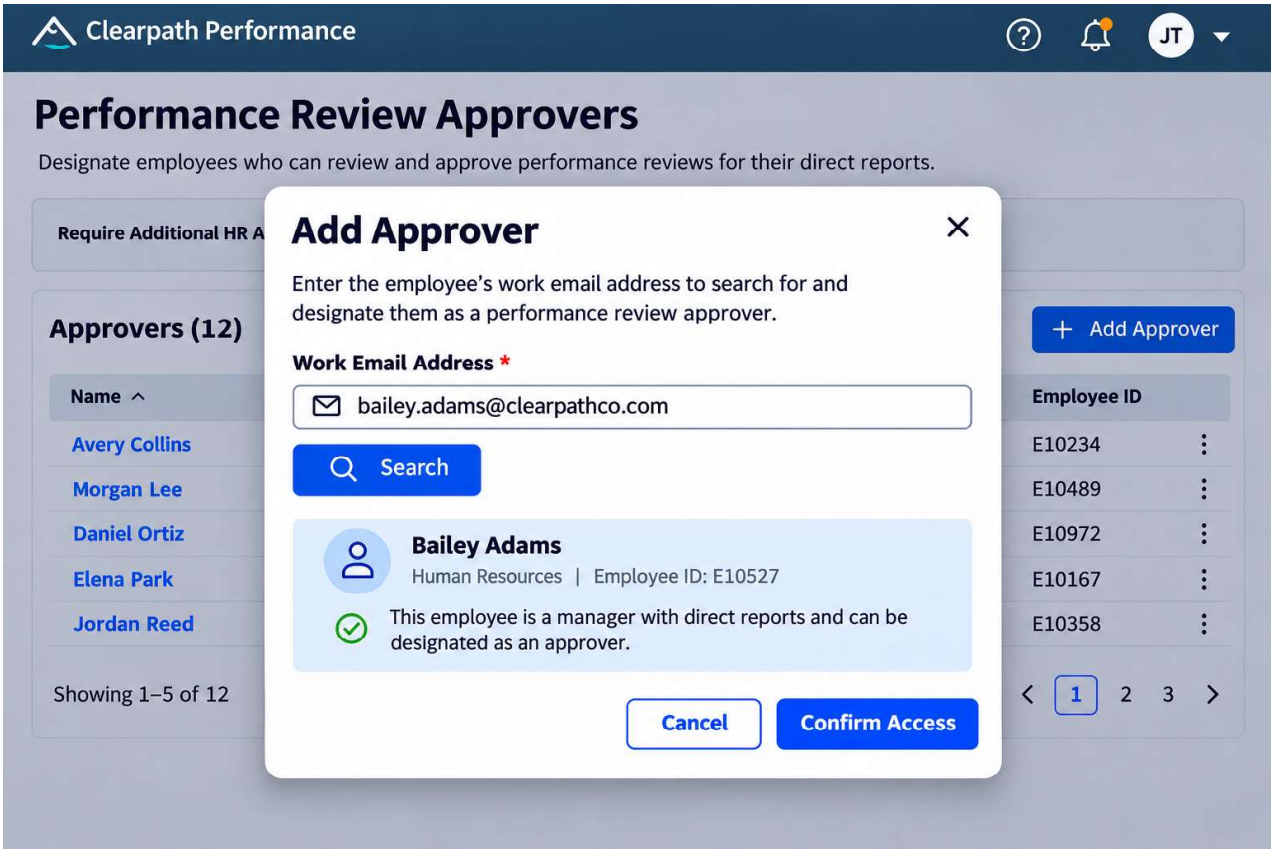
3. Select **Add Approver**. The **Work Email Address** field appears.



Clearpath Performance uses reporting relationships from your company's HR system to identify managers (employees with at least one direct report). Only managers can be designated as performance review approvers.

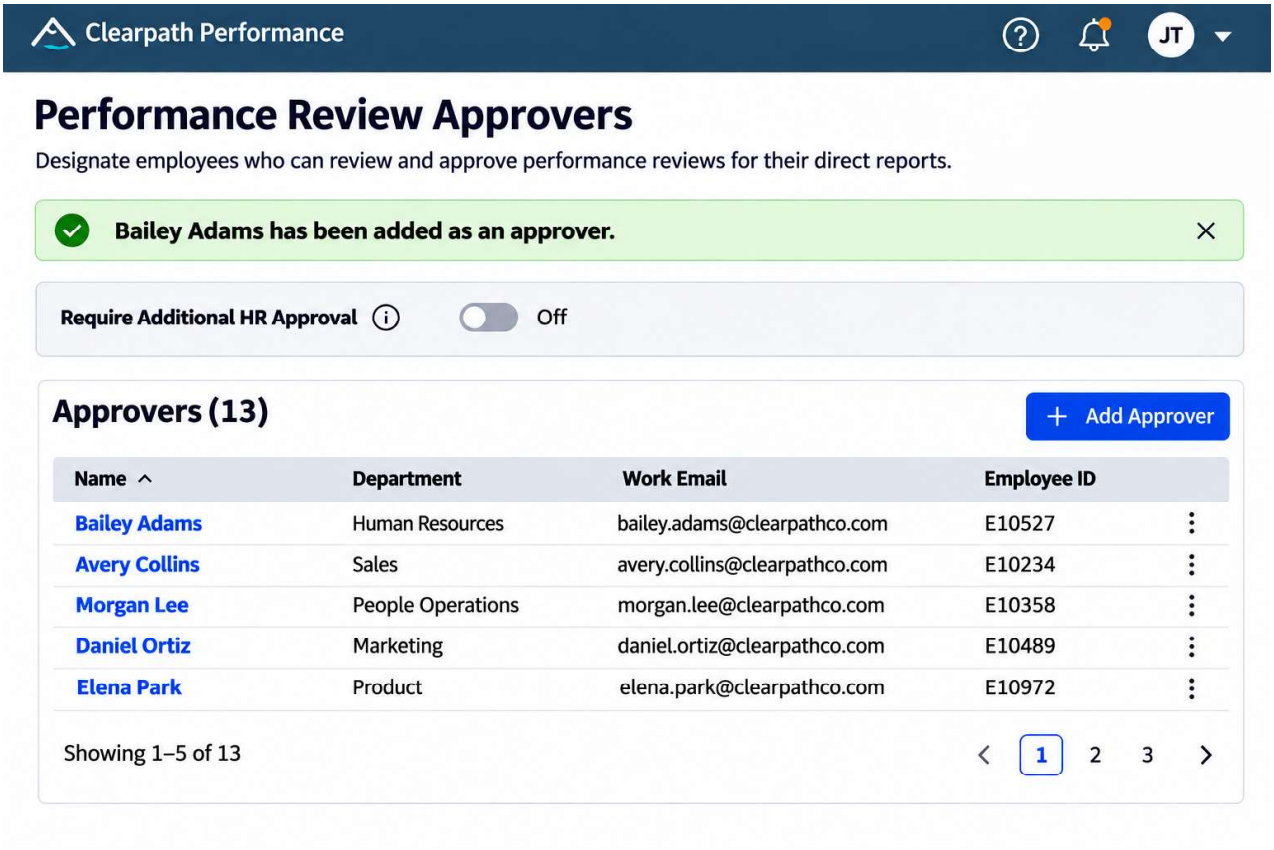
4. Enter the employee's work email address and select **Search**.

5. Review the matching employee's name, department, work email address, and employee ID. Verify that you have selected the correct employee.



6. Select **Confirm Access** to grant performance review approver permissions.

A confirmation message appears, and the employee is added to the performance review approvers list. The employee also receives an email notification.



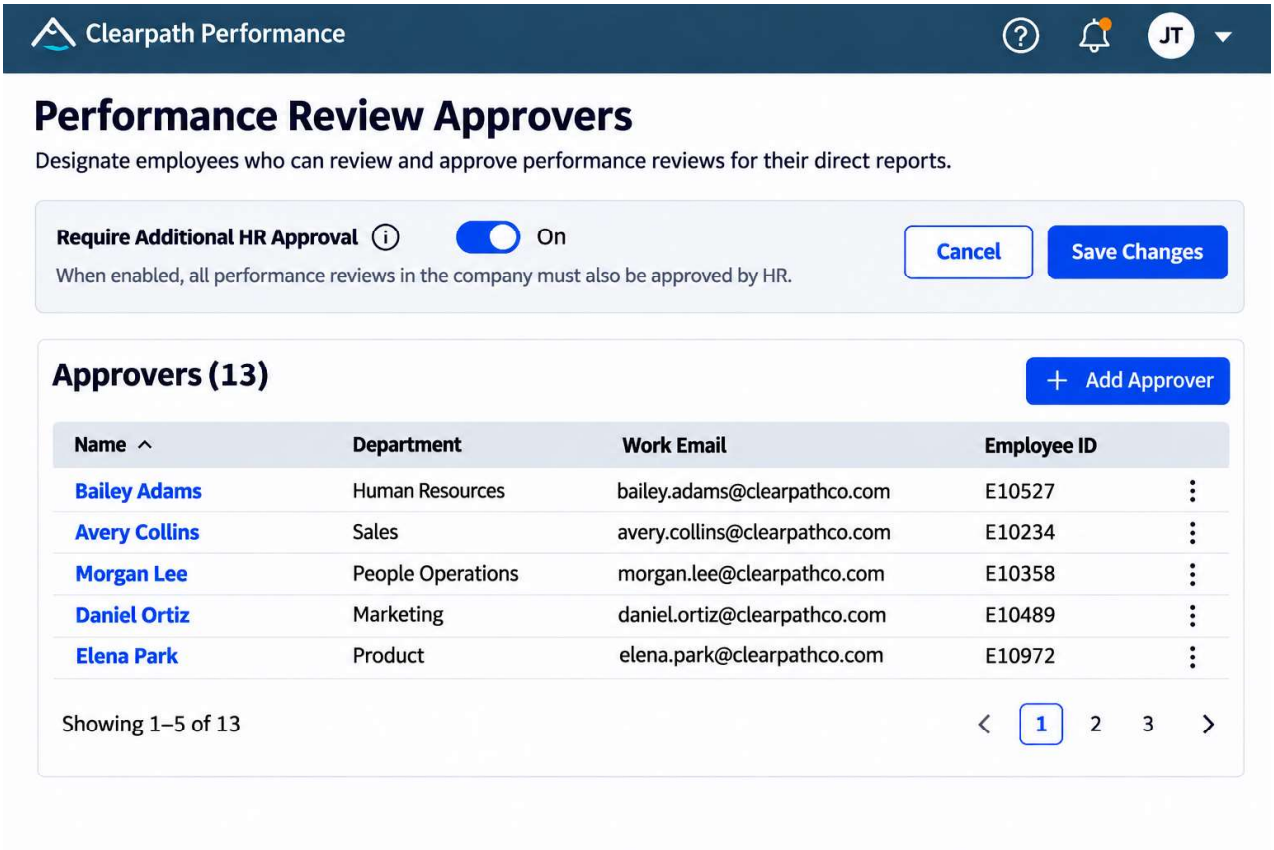
The designated approver can now view self-reviews, provide feedback, and approve performance reviews for their direct reports.

Optional: Require Additional HR Approval

By default, performance reviews are completed when the designated approver submits their approval. You can require an additional HR approval before a performance review is finalized.

This setting applies to all performance reviews in your company.

1. On the **Performance Review Approvers** page, locate **Require Additional HR Approval**.
2. Set **Require Additional HR Approval** to **On**.
3. Select **Save Changes**.



When this setting is enabled, performance reviews are sent to HR for final approval after the designated approver submits them.

For instructions on completing the additional approval process, see Approve a Performance Review as an HR Administrator.

Troubleshooting

Issue	What to do
Employee not found	Check the work email address. If the address is correct, verify the employee's record and reporting relationships in your company's HR system.
Employee information is incorrect	Verify and update the employee's information in your HR system before granting access.
Employee already has approver access	The message “This employee is already listed as a performance review approver” appears. The employee already has access and does not need to be added again.

Related Articles

Manage Employee Reporting Relationships

Remove a Performance Review Approver

Need Help?

Visit the **Clearpath Help Center** or contact **Clearpath Support** for assistance with performance review approver settings.