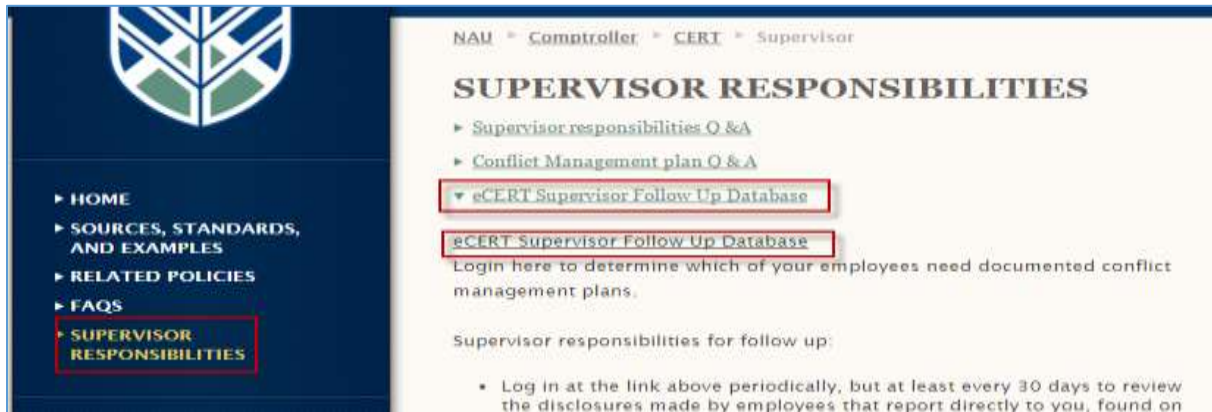


eCERT Second Level Manager Review Instructions

- A. Navigate to [Supervisor Responsibilities](#) webpage, then click on the eCERT Supervisor Follow Up Database hyperlink and click on the E-CERT Supervisor Follow Up Database hyperlink again.



- B. Log in with your NAU credentials to gain access to the databases.
- C. Click on the Second Level Review Tab located at the top left of the page.



- D. Use the three tabs located in the middle of the page to start your review.



- Tab 1 – Needs Second Level Review: This tab is provided for the second level manager to review the conflict management plans for employees that their supervisors have approved.
- Tab 2 – Completed Second Level Reviews: This tab is provided as the place to see the completed conflict management plans for employees that disclosed "yes" to any one of these questions: Outside Employment, Public Office/Board Membership or Textbooks. Those reflected on this tab have already gone through second level review.
- Tab 3 – Initial Follow-up Still in Progress: This tab is provided for the second level manager to review any initiated conflict management plans for employees that disclosed "yes" to any one of these questions: Outside Employment, Public Office/Board Membership or Textbooks. These are the employees that have their initial follow-ups that are still in progress. It could be that the supervisor or the employee have not reviewed and approved the conflict management plan.

- E. **Tab 1 – Needs Second Level Review:** This tab will display employees that the supervisor has follow-up and determined if there is a conflict and created a plan and they need to be reviewed by the second level managers.
1. Review the type of “Conflict” the employee has disclosed.
 2. Review the “Action” and this indicates that you need to review the determination or conflict management plan.

Supervisor Follow-up **Second Level Review**

eCERT Supervisor Follow-up - Second Level Review

Outside Employment / Public Office / Textbooks

This database is provided for leaders to review eCERT Supervisor Follow-ups for employees that disclosed "yes" to any one of these questions: Outside Employment, Public Office/Board Membership or Textbooks.

Needs Second Level Review Completed Second Level Reviews Initial Follow-up Still in Progress

Show 10 entries Search

Dept	Employee	Supervisor	Conflict	Action
Empl Assistance & Wellness			Outside Employment	Review
Empl Assistance & Wellness			Outside Employment	Review
Human Resources			Outside Employment	Review
Human Resources			Outside Employment	Review
Human Resources			Outside Employment	Review

Showing 1 to 5 of 5 entries Previous 1 Next

3. Once you click on the “Review” button, the employee’s disclosure will open and at the top left corner of the page, you will see the conflict type. If there is more than one disclosure, the type of conflict will display here next to each other.
4. Review the employee’s explanation of their disclosure.
5. Review the Supervisor’s determination.
6. If you believe the appropriate determination was made and the conflict management plan is appropriate, then check mark the box indicating you have reviewed the information.
7. Click Save.

eCERT Supervisor Follow-up - Second Level Review

[Return to list](#)

Employee's Name Employee's job title

Outside Employment

Other Employer or Entity Name **Name of outside employment.**

Approx. Employment Start Date: 1987

Approx. Hours Worked: n/a

How often (daily, weekly, other): annual art shows

How do these activities relate to your duties at NAU? **Employee's description.**

Survey Completed: 2016-01-20

I have reviewed the information provided by this employee and there is no real or potential conflict of interest, therefore no additional follow up is needed.

Reviewed by Supervisor: **Second Level Manager's Name**

☒ I have reviewed the information provided by this employee and agree with the supervisor's approval.

[Save](#)

- F. **Tab 2 – Completed Second Level Review:** This tab will display employees with completed conflict management plans. You can return anytime to this page if you need to access the information.

Supervisor Follow-up **Second Level Review**

eCERT Supervisor Follow-up - Second Level Review

Outside Employment / Public Office / Textbooks

This database is provided for leaders to review **eCERT Supervisor Follow-ups** for employees that disclosed "yes" to any one of these questions: Outside Employment, Public Office/Board Membership or Textbooks.

Needs Second Level Review **Completed Second Level Reviews** Initial Follow-up Still in Progress

Show 10 entries Search:

Dept	Employee	Supervisor	Conflict	Action
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

- G. **Tab 3 – Initial Follow-up Still in Progress:** This tab is provided for the second level manager to review any initiated conflict management plans for employees that disclosed "yes" to any one of these questions: Outside Employment, Public Office/Board Membership or Textbooks. These are the employees that have their initial follow-ups that are still in progress. It could be that the supervisor or the employee have not reviewed and approved the conflict management plan.
1. Check the Follow-up Status which will indicate "Needs Review" or "Needs Review (update)".
 2. Second Level Manager should follow up with the supervisor to complete the conflict management plan.

Supervisor Follow-up **Second Level Review**

eCERT Supervisor Follow-up - Second Level Review

Outside Employment / Public Office / Textbooks

This database is provided for leaders to review **eCERT Supervisor Follow-ups** for employees that disclosed "yes" to any one of these questions: Outside Employment, Public Office/Board Membership or Textbooks.

Needs Second Level Review Completed Second Level Reviews **Initial Follow-up Still in Progress**

Show 10 entries Search:

Dept	Employee	Supervisor	Conflict	Follow-up Status
Empl Assistance & Wellness			Public Office	Needs Review
Human Resources			Public Office	Needs Review (update)

Showing 1 to 2 of 2 entries Previous 1 Next

- H. For assistance, contact HR at CERT@nau.edu.