Manager/Supervisor Verification: Manager receives form, confirms that all form sections are complete (job responsibilities, position description, etc., confirms goal section weights equal 100%. When ready, the manager clicks “Send to Next Step”.

Employee Self-Review: Employee receives form, conducts self-review by providing ratings and comments throughout the form as appropriate. When ready, the employee clicks “Send to Next Step”.

Self-Review Opt Out Acknowledgment Option
By checking this section, the employee informs the supervisor that he/she does not wish to provide input to their review process prior to the supervisor rating their review. The employee will check this box and “Send to Next Step”.

Manager Review: Manager receives forms, and provides ratings and comments throughout the evaluation as appropriate. Manager may also print and send to next level manager for review at this point. When ready, the manager schedules a performance review meeting with the employee. The form can be printed for this meeting. At the conclusion of the meeting the manager sends the form to the signature step by clicking “Review Completed; Send to Employee for Signature”.

Signature: Employee Signs, then Manager Signs (in that order).

Review Complete: Copy of completed form filed in the completed folder of both employee and manager.