



## Performance Document Tasks

### 1. **Employee Self-Evaluation**

Employees will kick off the process by completing a self-evaluation of the key elements, providing any comments, and submitting them to you.

### 2. **Manager Evaluation of Employee**

Once you receive notice that the employee has completed the self-evaluation, you can review the employee's evaluation, complete your evaluation of the key elements, provide comments, and submit it to your manager for approval. (Note: there are two Submit buttons in this step)

### 3. **Manager's Manager Approval**

Your manager will review the employee's evaluation and comments and your evaluation and comments and approve/reject the document.

### 4. **Manager Shares Performance Document**

Before the meeting, Share and Release the performance document to the employee at least 24 hours before for their review.

### 5. **Manager Schedules Review Meeting**

Schedule a meeting with the employee to discuss the performance document.  
Acts as the manager signature for the evaluation.

### 6. **Employee Confirms Review Meeting Held**

Acts as the signature for the evaluation.

### 7. **Employee Provides Final Feedback**

Opportunity for the employee to give final feedback before completing the performance document.

Employee Self-Evaluation Deborah Long	Completed
Manager Evaluation of Employees Debbie Jackson	Ready
Manager's Manager Approval Debbie Jackson	Not started
Manager Shares Performance Document Debbie Jackson	Not started
Manager Schedules Review Meeting Debbie Jackson	Not started
Employee Confirms Review Meeting Held Deborah Long	Not started
Employee Provides Final Feedback Deborah Long	Not started