

Annual Performance Review Process



Manager Evaluation Steps

Note: Employee begins the process with a self-evaluation

1. Login to dash.tennessee.edu
2. Select the **Employee Self-Service, Finance, Human Resources, Facilities** tile.
3. In the Bell icon (Notifications), or in the “Things to Finish” section, select **Self Evaluation for...** notification
 - a. To see all employees’ Performance Documents that report to you, select the My Team tab
 - b. Click the **Performance** icon
 - c. Select the **Review Period** field dropdown, elect the current Annual Staff Review Cycle Year
 - d. Staff list will appear
4. Select the **Staff Annual Performance Evaluation** for the employee
5. Review the employee's overall rating and comments
6. Click **Evaluate**
7. For each Key Element, select a **Manager Rating** from the drop-down menu
8. For each Key Element, enter a statement supporting why you made that selection in **Manager Comments**
 - a. NOTE: Employee comments for each element are listed under this section
9. Once fully answered, **Save and Close**
10. The **Manager Rating** and **Manger Calculated Rating** will be generated in the Overall Summary
11. Click **Edit** in Overall Summary block
12. Write a statement in **Manager Comments** that summarizes your overall Manager Rating
13. Click **Save**
14. Click **Show Additional Info** to see any Check-Ins
15. Click **Questionnaire** to see any Participant Feedback requested by you or your employee
16. Click **Submit**
17. **Attachments** can be used to provide any additional information
18. Click **Additional Information**

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19. Click **Edit**
20. Answer the three listed questions using the drop-down menu
21. Click **Save**
22. Click **Submit**
23. Click **Submit** on the next page to send for Manager's Manager approval
24. Enter any comments or attachments as needed
25. Click **Submit**

Once you receive notification the Manager's Manager approval is received, return to the employee's performance document:

- a. From DASH homepage, select the My Team tab
- b. Click the **Performance** icon
- c. Select the **Review Period** field dropdown, elect the current Annual Staff Review Cycle Year
- d. Staff list will appear
- e. Select the **Staff Annual Performance Evaluation** for the employee

26. Click **Share and Release**
27. Enter any comments for the employee
28. Click **Submit**

Provide the performance document at least 24 hours prior to the meeting between you and the employee. After the meeting has taken place:

29. Return to the employee's performance document
30. Click **Indicate Meeting Held**
31. Enter **Meeting Held Date**
32. Enter notes from meeting in **Comments**
33. Click **Submit**