Step 1: Supervisor Initiates Evaluation
(Enter or Review Prior Goals)

Option – Add one Co-Reviewer to review/approve OR as a secondary supervisor. If sending to Co-Reviewer, click SAVE DRAFT instead of “Complete”.

Step 2: Supervisor Evaluation

Choose 1 or a combination of:
- Narrative
- Essential Function
- Competency

Edit and “save draft” - supervisor & co-reviewer consult outside of system

Self-Evaluation
Automatically sent to employee once supervisor completes the first step (initiate evaluation)

Option to Invite Multi-Raters

Step 3: HR Approval

Exceptions to HR Approval:
- Academic Affairs = Final Approval via Dean’s Office
- Dining = Final Approval via Director

Evaluation complete! Time for SUPERVISOR to schedule...

Step 4: Evaluation Review Meeting

Supervisor Note – Employee can now see completed review!

Step 5: Employee Certification