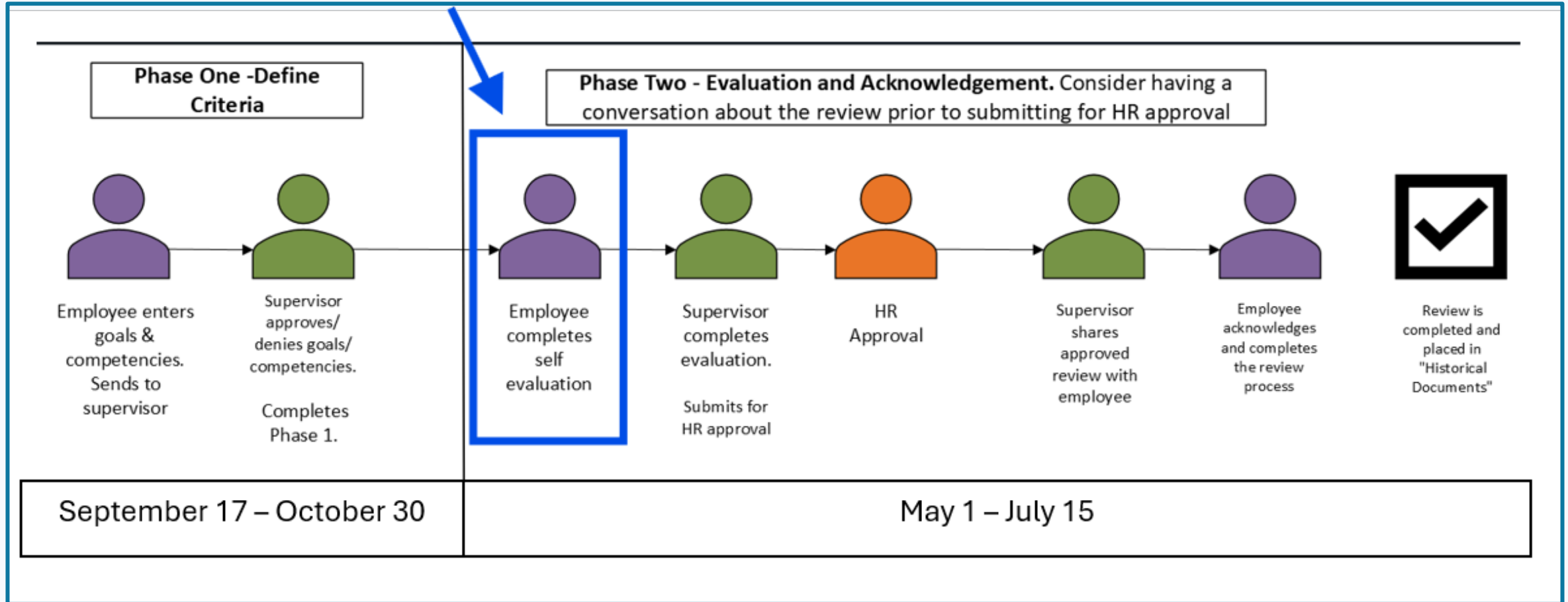


Performance Management Process

Employee Process Overview Phase 2

We are here! The start of
Phase 2!



Step 1:

Navigate to the Performance Document from the Performance tile in your Manager Self Service Dashboard.

You'll see that the document status is now "Evaluation in Progress."



Evaluation in Progress

Performance Document

Administrator

1 Sep - 30 Sep 2026

Due 15 Sep 2026



Step 2: Open the document and read the instructions.

Complete the self evaluation. The 5-star rating system is:

- 1 – Does Not Meet Expectations
- 2 – Partially Meets Expectations
- 3 – Meets Expectations
- 4 – Exceeds Expectations
- 5 – Far Exceeds Expectations

Once you are ready, hit the Complete button to send it to your supervisor.

If you need to review the goals and competencies you entered, see the next slide for instructions.

The screenshot shows a web-based self-evaluation form. At the top, it says "Evaluation in Progress" and "Self Evaluation Not Started". Below this is a user profile section for "Administrator" with a date range of "1 Sep - 30 Sep 2026". A "Instructions" section follows, containing two numbered steps. The progress indicator shows "Step 3 of 3" and "Evaluation" is selected. A blue arrow points from the "Complete" button in the top right to the "Instructions" section. Below the instructions, a message states "cannot see the evaluation until you complete the document." The "Overall Summary" section contains two numbered instructions. The "Employee" section features a rating area with five stars and the text "Your rating is mandatory." A blue arrow points from the "Complete" button to the rating area. Below the rating area is a text editor with a toolbar and a large text input field. A blue arrow points from the right side of the form to the text input field. At the bottom, a note says "Comments are required." and a "Back to Top" link is present.

Evaluation in Progress

Self Evaluation Not Started

Administrator • 1 Sep - 30 Sep 2026

Instructions

1. Please only complete Step 2 - the self evaluation reflection and rating - during the Step 2 timeline, approximately six months after Step 1. HR will provide a reminder when Step 2 begins.
2. If you need to review the goals and competencies entered in Step 1, please click on the arrow to the right of Evaluation and toggle to "Step 1 - Define Criteria"

Step 3 of 3

Evaluation

Complete

cannot see the evaluation until you complete the document.

Overall Summary

1. Reflect on the goals and competencies you entered and provide a self evaluation and rating for this performance period.
2. Consider discussing your evaluation with your supervisor prior to filling it out. Include any accomplishments or information that may be outside of your goals/competencies that you wish to share with your supervisor.

Employee

☆☆☆☆☆ Your rating is mandatory.

Type comment here...

Comments are required.

Back to Top

If you need to review your goals, click on the drop-down arrow to the left of the Complete button and click on Step 1 – shown in the blue box below.

to "Step 1 - Define Criteria"

Step 3 of 3

Evaluation ▼

Complete ⋮

until you complete the document.

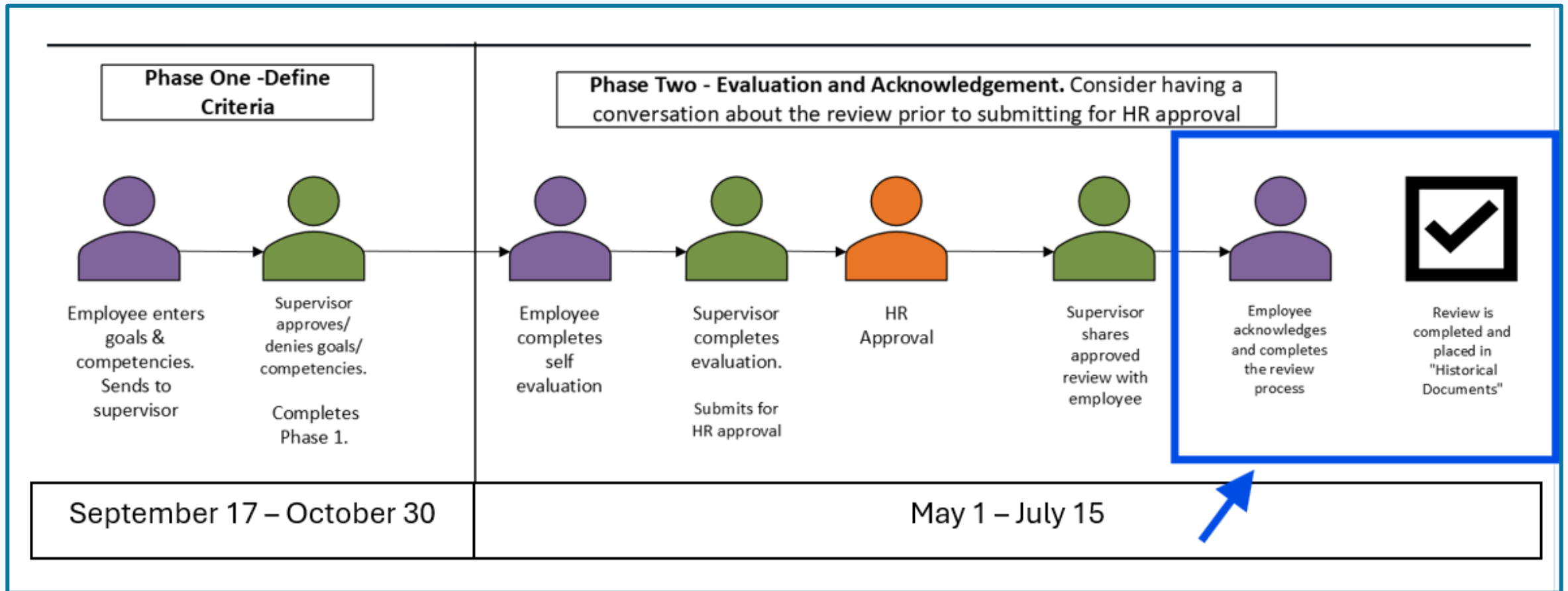
Step 1 - Due 30 Sep 2026
Define Criteria
Completed

Step 2 - Due 15 Sep 2026
Complete Self Evaluation
Not Started

Step 3 - Due 30 Sep 2026
Review Manager Evaluation
Not Started

etencies you entered and provide a self evaluation and rating for this performance period.
uation with your supervisor prior to filling it out. Include any accomplishments or information that
ompetencies that you wish to share with your supervisor.

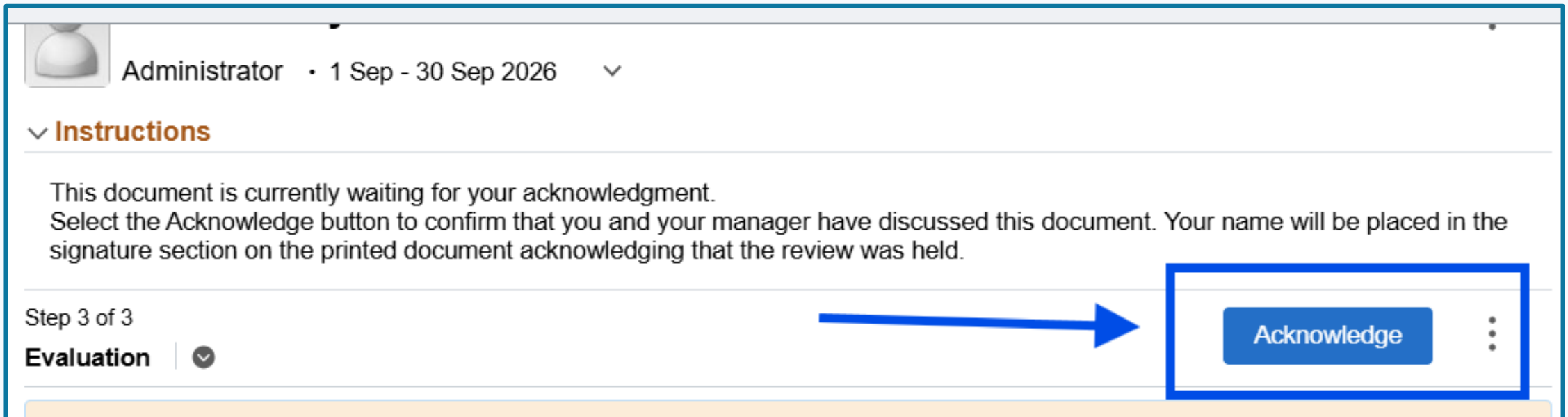
Once you hit Complete, the document moves to your supervisor, and your part is complete until it is reshared with you (see process graphic on next slide).



Once your supervisor has completed their part and HR has approved, we move to the final step of the process!

Step 3: Once your supervisor has shared the approved performance document with you, you will receive an email and will return to the document.

Click into the document, review the evaluation, and then “Acknowledge” the document. Your supervisor should have already discussed the evaluation with you at this point in time.



The screenshot shows a web interface for a performance document. At the top, there is a header with a user icon, the text "Administrator", and a date range "1 Sep - 30 Sep 2026" with a dropdown arrow. Below the header, there is a section titled "Instructions" with a downward arrow icon. The instructions text reads: "This document is currently waiting for your acknowledgment. Select the Acknowledge button to confirm that you and your manager have discussed this document. Your name will be placed in the signature section on the printed document acknowledging that the review was held." Below the instructions, there is a progress bar showing "Step 3 of 3" and "Evaluation" with a dropdown arrow. A blue arrow points from the "Evaluation" section to a blue button labeled "Acknowledge". The button is highlighted with a blue border and has a three-dot menu icon to its right.

This completes the performance process. Completed documents can be found in the Historical Documents section of the performance tile.