

## Staff Evaluation Steps Employee

### Conduct Self-Evaluation

- In this step the employee will complete a self-evaluation by scoring themselves on each competency and goal, as well as provide comments if desired.
- Caution: The employee can adjust the weights of each competency and goal that the supervisor initially sets in the previous step. Ensure you notify your supervisor of any weighting changes when you submit your self-evaluation back to them.
- When you have finished your self-evaluation click "submit" this will send a notification to the supervisor that you have completed your self-evaluation.

### View Participant Feedback

- Your supervisor may add a participant to the evaluation. This should be someone that has supervised you or your work during the appropriate review period.
- You will not be able to see any participant feedback until your supervisor Shares and Releases the performance document for your final review.
- Participant feedback produces a participant rating. However, the rating has no determining factor in the overall rating.

### Review Document

- Your supervisor has two options: They can Share and Release the document or Share and Retain the document.
- Share and Retain: Allows you to see the document and the supervisor can still make edits or changes (they retain it) to move the document forward to completion. However they must eventually click Share and Release.
- Share and Release: The supervisor shares the document but releases editing capability. This moves the document to the next step on the task menu.
- To view the document click View next to the step Employee Conducts Self-Evaluation and you will see the document.

### Confirm review meeting held

- After the supervisor clicks Confirm Review Meeting Held the employee must confirm the meeting was held also.
- You will receive a notification when the supervisor clicks Confirm Review Meeting Was Held on their end.
- After you confirm the meeting was held there are no further steps for you to take. Your supervisor must submit the evaluation to the next level supervisor.

### Next Level Supervisor Approval

- Every Performance Evaluation requires the next level supervisor to approve the document. The document is not considered complete until it is approved.
- The next level supervisor will receive notification once the document is submitted to them. However it is best practice to follow up with them outside the system.