Performance Appraisal Preparation Workbook

WORKFLOW

Employee completes the Performance Appraisal Preparation Workbook

Employee provides a copy of the workbook to their manager

Move forward to the annual review process

Manager considers the content of the workbook while in the process of completing the FY 2019 Performance Appraisal

Manager meets with the employee to review the appraisal content

Manager sends the electronic appraisal to the employee for sign off

Employee signs the document and/or provides their comments and sends the electronic appraisal to the manager

Manager forwards the completed and signed electronic appraisal to their Department Head for approval

Department Head reviews the appraisal and signs and dates, if in agreement. If approved, then the **DH** presses the ***Submit*** button to move the form forward for processing. or reaches out to the ***manager*** to resolve questions and/or concerns to be resolved before submission

Submit will send the document to HR for processing