**Performance Appraisal Process Flow 2019**

1. **The employee** downloads (or **manager** provides) a copy of the *Performance Appraisal Preparation Workbook* – ideally at least **1 week** before the scheduled performance appraisal meeting.

2. **Employee completes the Performance Appraisal Preparation Workbook**.

3. **The employee** provides his/her **manager** with a completed copy of the workbook – ideally at least **3 days** before the actual performance appraisal meeting.

4. **The manager** considers the content of the workbook when completing the **FY 2019 Performance Appraisal Document**.

5. **The manager** holds the performance appraisal meeting with the **employee** and reviews the ratings, remarks, and goals for the coming fiscal year.

6. **The manager** provides the **employee** with an **electronic** copy of the filled in **FY 2019 Performance Appraisal Document**.

7. **The employee** provide any additional remarks he/she wishes to make in the box reserved for **employee comments** and signs the document (this step is voluntary)

8. **The employee** returns a completed an **electronic** copy of the **2019 Performance Appraisal Document** to the **manager** who reviews it and signs it.

9. **The manager** forwards a fully completed **2019 Performance Appraisal Document** to the **Department Head**.

10. **The Department Head** reviews the completed **2019 Performance Appraisal Document**, signs it, and presses “Submit Form”.

11. **The completed 2019 Performance Appraisal Document** automatically goes to a dedicated mailbox maintained by **HR** where the document is processed.