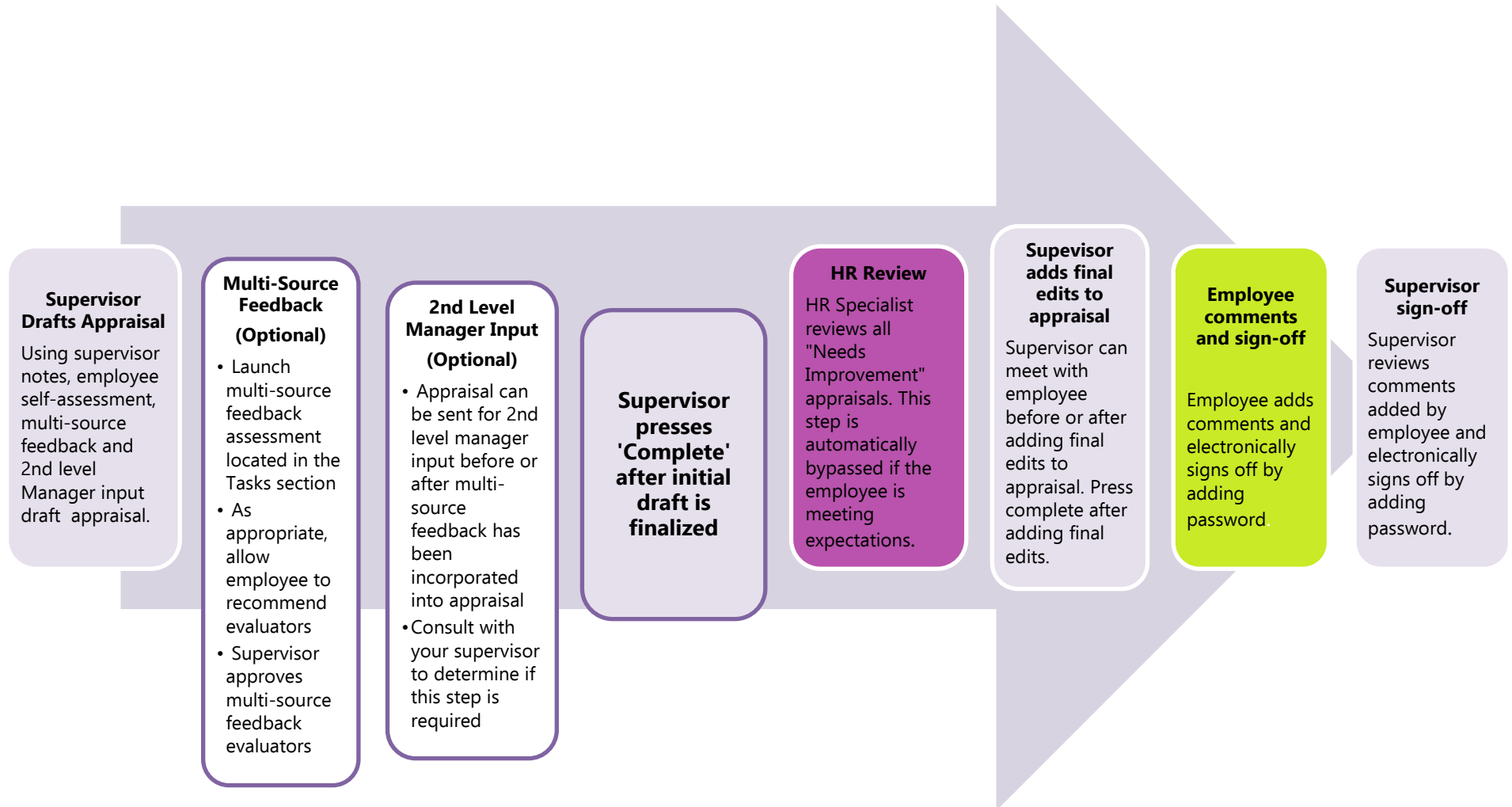


2020 Annual Appraisal Process



KEY:

"Save": Ensures your work is saved in eAppraisal, you can make additional edits to draft after saving.

"Complete": Moves the form electronically to the next step in the process.

"Sign Off": Electronic signature that requires individual password.

NOTE:

Due dates will vary by program, department, and/or supervisor. Consult with your supervisor for his/her specific expectations.

2020 ANNUAL APPRAISAL PROCESS STEPS

Step	Supervisor drafts appraisals for direct reports & optionally launches multi-source feedback	Multi-Source Feedback Optional	2 nd Level Manager input Optional	HR Rep reviews all "Needs Improvement" appraisals	Supervisor adds final edits to appraisals	Employee comments and sign-off	Supervisor sign-off
Supervisor Action	Using performance notes, feedback, the employee self-assessment, multi-source feedback and 2 nd level manager input begin drafting annual appraisals for your direct reports.	Supervisor launches multi-source feedback request from the Tasks section . As appropriate, allow employee to recommend evaluators or select evaluators. As necessary, supervisor approves multi-source feedback evaluators selected by employee.	Supervisor can send appraisal for 2 nd level manager input before or after multi-source feedback has been incorporated into appraisal.	N/A	Supervisor can add final edits to appraisal before or after meeting with employee.	N/A	Supervisor reviews comments added by the employee and electronically "Signs-Off" by adding password.
Employee Action	See self-assessment process instructions.	If requested by your supervisor, recommend potential multi-source feedback evaluators.	N/A	N/A	N/A	Employee adds comments and electronically "Signs-Off" by adding his/her password.	N/A
Notes	Email notification is sent to supervisors when the annual appraisal process is initially opened on 3/23/20 .	Email notifications are sent to individuals when a task has been assigned to them as part of the multi-source feedback process.	Consult with your supervisor to determine if this step is required. The supervisor must press "Complete" after the initial draft is finalized. This action will move the form to HR (as appropriate) or to the next step in the process.	HR Specialist reviews all "Needs Improvement" appraisals. This step is automatically bypassed if the employee is meeting expectations.	Press "Complete" after adding final edits. This will move the form electronically to the employee. After the supervisor presses "complete" the appraisal will immediately be available electronically for the employee to view and comment. The employee will not receive an email notification that the appraisal is ready for his/her sign-off until the next morning.	After the employee "signs-off" the appraisal will immediately be available electronically for the supervisor to view and sign-off. The supervisor will not receive an email notification that the appraisal is ready for his/her sign-off until the next morning.	Appraisal is marked completed in eAppraisal. Process closes June 1, 2020 (appraisal form is no longer accessible for editing in eAppraisal.)