

Faculty Condensed Review Form Steps



Manager Starts Review

- Manager checks and enters job responsibilities, core competencies, and goals
- Manager acknowledges the review which pushes it to the employee for the self evaluation



Employee Completes Self Evaluation

- Employee receives email to launch their “employee self evaluation”
- Employee comments on their job responsibilities
- Employee comments on their core competencies and goals
- Employee clicks “go to next step” to push to the manager



Manager Completes Evaluation

- Manager comments on the employee job responsibilities, core competencies, and goals
- Manager pushes “acknowledge” to their one-up supervisor
- One up supervisor receives email and acknowledges the review
- Manager receives email that review is approved by one-up
- Manager is ready for meeting



Manager Meets with Employee

- Manager meets with employee to review the evaluation form and comments
- Manager pushes “employee acknowledgment” step to employee



Employee Acknowledges Review

- Employee receives email to acknowledge their review form
- Employee clicks “acknowledge”
- Review form status is now complete



**CENTER FOR
HEALTH SCIENCES**