

Staff Condensed Review Form Steps



Manager Starts Review

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



Employee Completes Self Evaluation

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



Manager Completes Evaluation

- Manager rates the employee on job responsibilities and core competencies and provides comments
- 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 form ratings and comments
- Manager pushes “employee acknowledgement” step to employee



Employee Acknowledges Review

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



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