

Performance Evaluation Process

Performance evaluations provide an opportunity for both the employee and manager to align on performance results and expectations.



Employee Self Evaluation

- Every eligible employee will have the opportunity to complete a self evaluation. Here they can comment on their progress against their goals, strengths, developmental opportunities, and provide examples of their performance throughout the year



Manager Evaluation

- Managers review the employee's self evaluation, and have the option to comment on the employee's goals and review any comments. Managers then provide a performance rating and comments on evaluating on the employee's overall performance for the year



Request Feedback *(Optional)*

- Employees and managers have the option to request feedback from participants, such as peers, collaborators, and matrix managers, on an employee's performance evaluation. This helps provide a more comprehensive picture of the employee's performance



Performance Evaluation Conversation

- After the manager evaluation is complete, both the manager and employee meet to discuss the employee's performance for the past year, strengths, development opportunities, career aspirations, and in many cases, expectations and goals for the next year.
- Manager "Submits" employee performance evaluation to complete it. Employee will then have access to rating and comments.