

1. **HR will initiate the evaluation process in Workday (Week of August 8th)**
2. **Employee will complete self-evaluation (August 8-26)**
 - **Employee** will complete Self-Evaluation component of the performance review.
 - Upon submission of complete Self-Evaluations, the review will route to the employee's immediate supervisor.
3. **Supervisor will complete Manager evaluation (August 29-September 23)**
 - **Supervisors** will complete a review of their direct report's performance.
 - While supervisors should review/consider their direct report's Self-Evaluation submission, all ratings should be based on an objective assessment of the employee's performance on the competencies and outcomes being measured.
 - Supervisors should utilize the Summary sections of the review to include comments for any ratings below Meets Expectations. Comments for ratings of Meets or Exceeds Expectations may be included at the supervisor's discretion.
 - Upon submission of completed reviews, they will route to the applicable vice president.
4. **Senior management review (September 26-October 21)**
 - While the evaluation is routed to the vice president for approval, supervisors are encouraged to discuss the evaluation content with their management team.
 - Vice president and senior vice presidents should complete the required approvals to move the review forward.
5. **Evaluation delivery & Employee acknowledgement (October 24-Nov 4)**
 - After receiving approval from senior management, supervisors should meet with their direct reports to deliver the evaluation.
 - At the time of discussion, or immediately after, the supervisor should complete the acknowledgement in the system to route the review to the employee.
 - Upon receipt, the employee may choose to acknowledge the evaluation with or without comments and submit.
6. **All evaluations are to be completed by FRIDAY, NOVEMBER 4, 2022**
 - Upon completion of all required steps, the evaluation is routed to Human Resources (HR).
 - HR provides a report of completed evaluations and ratings to the President's Office.