The review form is available to the employee (hired before October 1st) and the supervisor each quarter. If neither participates at a step, the form will automatically move along throughout the year. The quarterly check-in and mid-year review are not mandatory; however the year-end review is required and it will be more meaningful if the employee and supervisor participate throughout the year.

Refer to the performance review calendar.

**Process**

1. **Objectives (25% of your review)**
   - The yearlong review process must include 1-5 personal objectives. These are entered in the Objectives module (or tile, if available) not in Performance & Engagement.

2. **Q1 Quarterly Check-In**
   - Q1 only includes the Objectives (with status and comments) from the Objectives module and an overall performance comment.

3. **Q3 Quarterly Check-In**
   - Q3 only includes the Objectives (with status and comments) from the Objectives module and an overall performance comment.

4. **Mid Year Review**
   - The midyear step includes the objectives and competencies for comments. No ratings.
   - Job Group Specific Competencies
   - Value-Based Competencies

5. **Year-End Process**
   - The year-end step includes the employee’s self-review & supervisor’s review, including ratings (excellent, successful, or needs improvement) for each objective & competencies and an overall comment.

**Important:**
- The form cannot be submitted without at least one objective. If an objective hasn’t been added, go to the Objectives module to add.
- More on submitting the form.

**Objective Handout**
- Creating Objectives Handout

**Handout**
- Creating Objectives Handout

**Mid Year Review**
- The midyear step includes the objectives and competencies for comments. No ratings.
  - Job Group Specific Competencies
  - Value-Based Competencies

**Year-End Process**
- The year-end step includes the employee’s self-review & supervisor’s review, including ratings (excellent, successful, or needs improvement) for each objective & competencies and an overall comment.

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