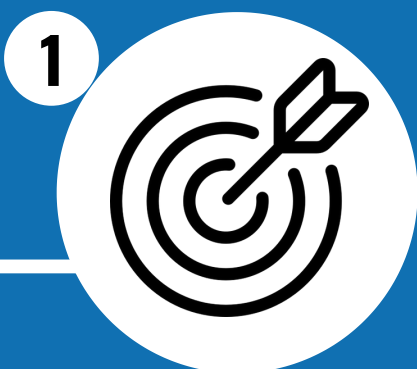


# PROCESS

The review form is available to the employee (hired before April 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 optional; 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](#)



## OBJECTIVES

The yearlong review process may include objectives. These are entered in the Objectives module not in Performance & Engagement.

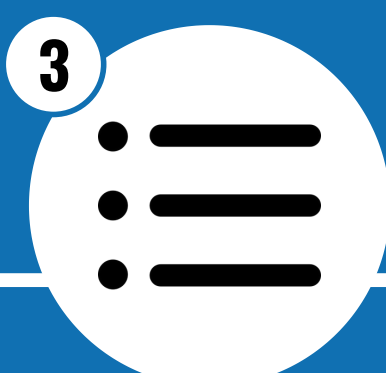
The employees or supervisors may enter the objectives. The Objectives module is available year round for comments and status updates. [Creating Objectives Overview](#)



## Q1 Quarterly Check-In

Q1 step includes the objectives and competencies for optional comment and ratings and a required comment for overall performance.

- [Value-Based Competencies](#)



## Mid Year Review

The midyear step includes the objectives and competencies for optional comment and ratings and a required comment for overall performance.



## Q3 Quarterly Check-In

Q3 step includes the objectives and competencies for optional comment and ratings and a required comment for overall performance.



## 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.