

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*.



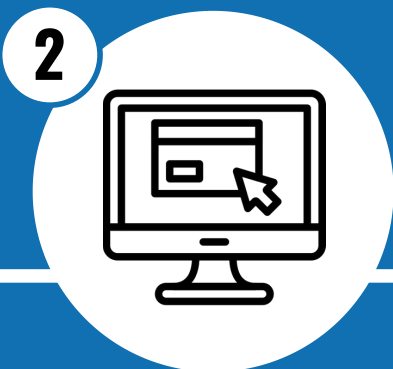
OBJECTIVES (25% of your review)

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.

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 only includes the Objectives (with status and comments) from the Objectives module and an overall performance comment.

[Q1 Objectives & Overall Comment Overview](#)



Important:

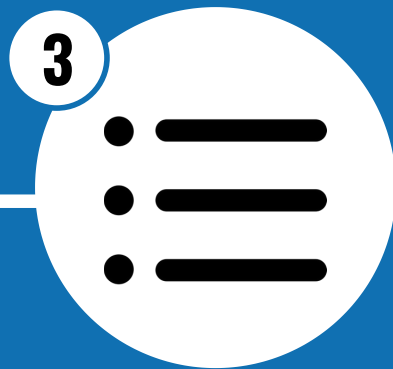
The form cannot be submitted without at least one objective. If an objective hasn't been added, go to the Objectives module to add.

[Creating Objectives Overview](#)



Q3 Quarterly Check-In

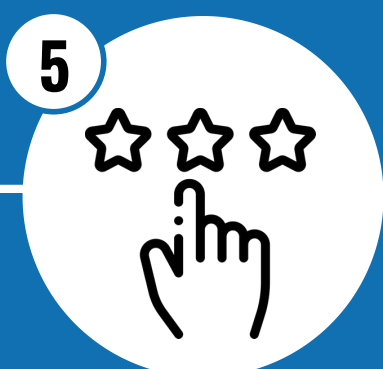
Q3 only includes the Objectives (with status and comments) from the Objectives module and an overall performance comment.



Mid Year Review

The midyear step includes the objectives and competencies for optional 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.

