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. Creating Objectives 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.

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.

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