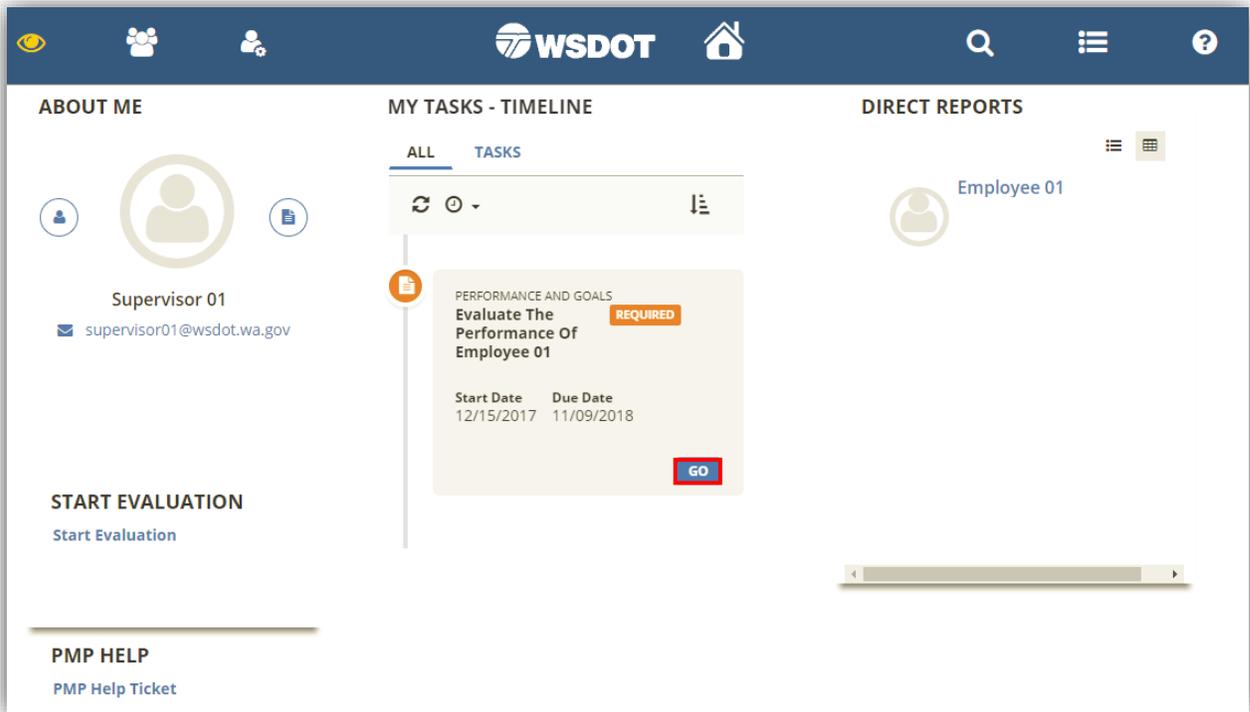
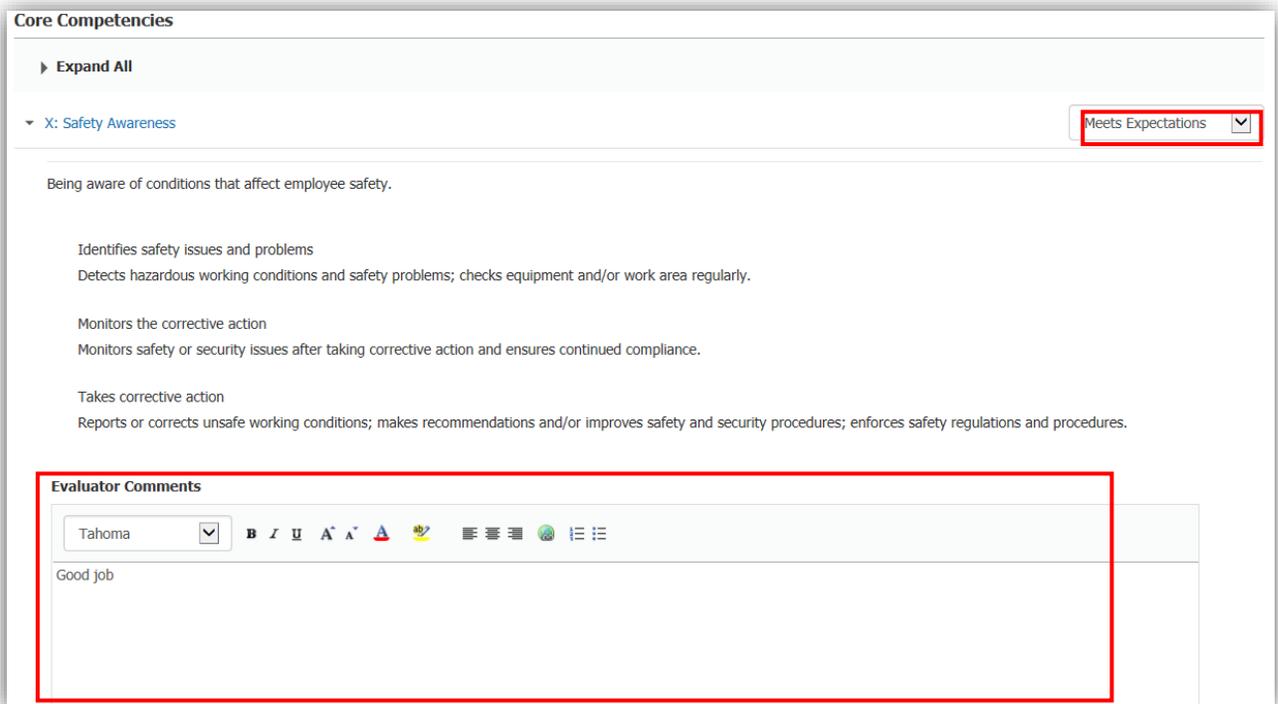


Rate and Review Performance

Beginning 2 months before the evaluation due date you will receive a notification that is time to **Evaluate the Performance** of the employee. To complete this step, click Go.



In the **Competency Assessment Section**, rate each of the selected competencies using the drop-down menu and comment. It is recommended that you click save at various times, to save your progress.



After the competency section and under the **Summary Section**, you have the option to provide Overall Comments.

▼ **SUMMARY SECTION**

Overall Comments

Evaluator's Comments

[Empty text area for Evaluator's Comments]

Once all of the competencies are rated and commented on, it is suggested that you set up a meeting to discuss the evaluation and each competency rating, with the employee. The employee may negotiate some changes and if you both agree to any change, you may make those changes in this step. Once the review of the evaluation is complete, click Submit.

Save Submit Send Back Print Preview Notes View History Go To Spell/Legal Check

Click YES, to confirm.

Confirm

By clicking yes, you are confirming you are ready for the evaluation to move to the next step in the process. Are you sure you want to submit?

NO YES

The evaluation has now moved to the next step in the process (to the employee), Acknowledge and Sign your evaluation.