ePerformance Evaluations Process Flow

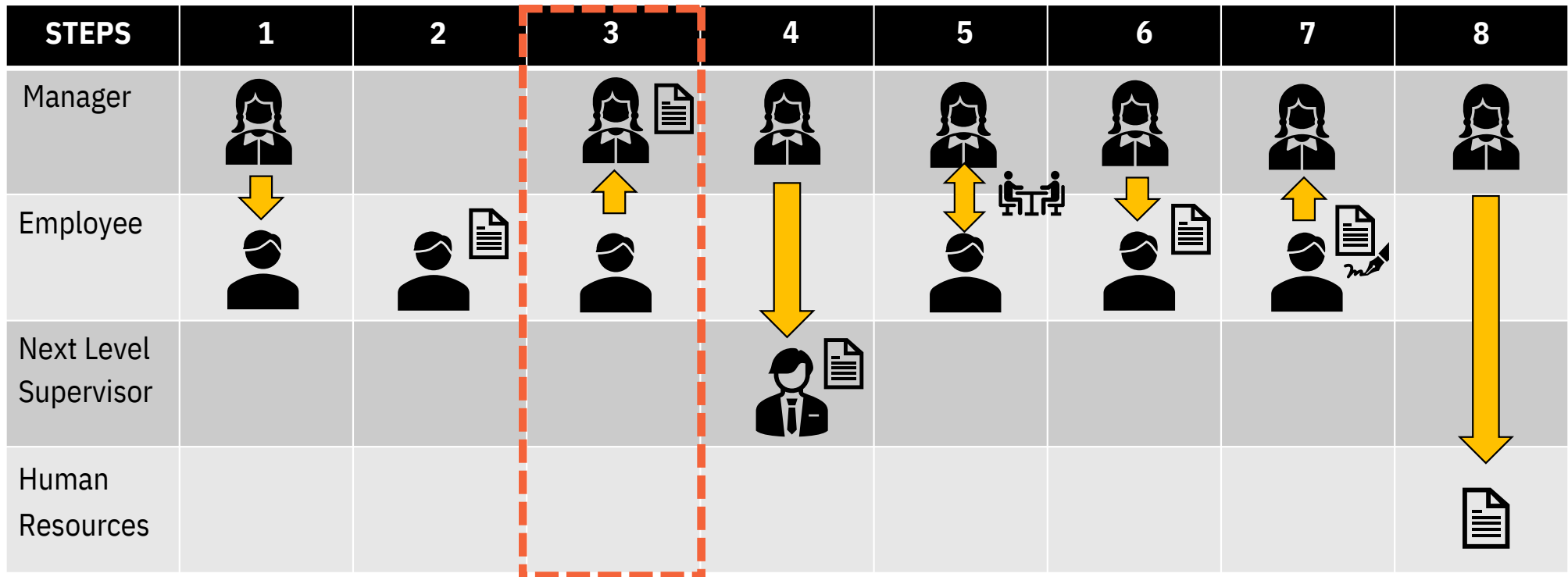| STEPS	1	2	3	4	5	6	7	8
Manager								
Employee								
Next Level Supervisor								
Human Resources								

1. Manager pushes evaluation to employee
2. Employee complete self evaluation
3. Evaluation goes to manager for review and manager evaluation
4. Manager pushes evaluation to Next Level Supervisor for approval

5. Manager has review meeting with employee
6. Manager pushes finalized review to employee
7. Once Acknowledged by employee, evaluation goes back to manager to complete
8. Evaluation is finalized in HR System

Note: If a manager chooses to get input from a nominee (For example: a former manager or customer), nominator acceptance and completion must be completed at step 3.