Performance Review Workflow
Completing a Review Online – Electronically

1. Supervisor Completes the Plan Online
   - Review Position Description/Position Essential Functions
   - Review Goals for Current Review Period
   - Adjust PD and goals as needed

2. Employee Completes the Self-Review Online
   - Review Plan
   - Assess competencies and current goals
   - Include areas of interest for professional development
   - Brainstorm new goals and professional development opportunities

3. Supervisor Completes the draft of the Supervisor Review Online
   - Review employee’s self-review
   - Assess competencies, current goals and essential functions
   - Indicates areas of strength, improvement & professional development
   - Establish goals for next review period

4. Review Meeting
   - Discuss the supervisor review
   - Confirm goals for next review period

5. Supervisor Revises & Approves the Final Review Online
   - Revise and edit the review per the discussion during the review meeting

6. Employee Online Acknowledgment of Review
   - Employee acknowledges receipt of the review
   - Note: this does not necessarily mean the employee agrees with the supervisor’s review

7. Supervisor Online Acknowledgment of Review
   - Review employee’s self-review
   - Assess competencies, current goals and essential functions
   - Indicates areas of strength, improvement & professional development
   - This changes the review status to complete

8. Regular Feedback
   - Regular and continuous feedback is highly encouraged
   - Touch base on the status of the employee’s goals and areas for improvement & professional development

If you would like additional information about the Performance Review Process, contact your supervisor, assigned HR Rep, Business Manager or Labor & Employee Relations (LER) Professional. For questions regarding access to PeopleAdmin contact Human Resource Services at hrsinfo@uvm.edu or call 656-3150.