Performance Review Workflow
Completing the Review Online - Uploading Paper Forms

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

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

3. Supervisor Drafts the Paper Supervisor Review Form
   - 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 Finalizes & the Paper Review is Signed
   - Supervisor revises and edits the review per the discussion during the review meeting.
   - Employee & Supervisor sign the review acknowledging receipt.
   - Note: this does not necessarily mean the employee agrees with the supervisor's review.

6. Supervisor Completes & Approves the Online Review
   - Indicate Method of Review is paper documents.
   - Upload the self-review and supervisor paper review forms.

7. Supervisor Online Acknowledgement of Review
   - The supervisor acknowledgement completes the online review.
   - Note: this is in addition to the approval step and completes the online review. No need for employee online acknowledgment.

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.

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