Performance Review Workflow
Completing a Review Online – Electronically

1. Supervisor Completes the Plan Online
   - Review Position Description/PO/Functional
   - 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 Acknowledgement of Review
   - If applicable, add a comment at the bottom of the page.
   - Supervisor acknowledges completion of the review.
   - 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.

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