Performance Review Workflow
Completing the Review Online - Uploading Paper Forms

1. Supervisor Completes the Plan Online
- Review Position Description (PD) / Essential Functions.
- Review Goals for Current Review Period.
- Adjust PD 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 acknowledges completes the online review.
- Note: This is in addition to the approval step and completes the online review. No need for employee online acknowledgement.

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.