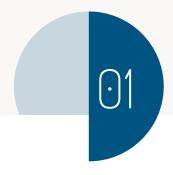
4 steps in the PERFORMANCE REVIEW PROCESS

This page is interactive. Please hover over text to access the appropriate User Guide.



Employee performs self- assessment

- Assess each goal, job duty, competency and behavior by selecting the appropriate rating/ assessment value
- Send to manager for assessment



Manager completes the employee's assessment

- Ask for feedback from employees' team members or previous supervisors
- Review badges and notes received in the system



1:1 Meeting

The performance review includes a sit-down meeting between the manager and the employee to discuss the employee's performance for the year.



Acknowledgements

The final step in the process is to complete acknowledgements from the employee and the employee supervisor.

*Keep in mind, if this process is not complete, the employee will not be eligible for merit.

For more information visit Tools & Resources or contact performancemgmt@txstate.edu

