

4 steps in the PERFORMANCE REVIEW PROCESS

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

01

Employee performs self- assessment

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

02

Manager completes the employee's assessment

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

03

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.

04

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