



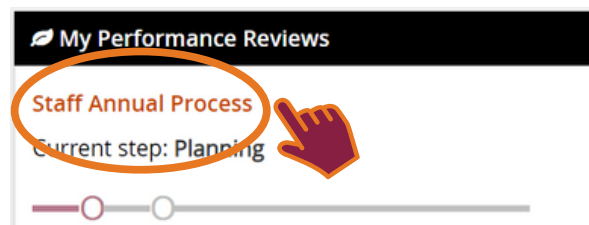
Access and Overview

1. Access by logging into PageUp Talent Management System using this URL:
<https://virginiatech.pageuppeople.com/dock.aspx> or by navigating to training.vt.edu and selecting PageUp LMS.

2. Access the performance review through either the widget as shown in Figure 1 or through the Navigation Bar:

About me > Performance Reviews

FIGURE 1. DASHBOARD WIDGET



ACCESS

FIGURE 2. FIRST YEAR PERFORMANCE SECTIONS

Start > 1st Yr/Probationary > Job duties ^{NEW} > Goals > Overall rating > Development plan > Next steps

0-6 MONTH

1. Performance Plan
2. Plan Approval
3. Touchpoints
4. Supervisor Evaluation of Employee
5. Reviewer
6. Supervisor/Employee Discussion
7. Employee Acknowledgement

7-12 MONTH

1. Performance Plan
2. Plan Approval
3. Touchpoints
- 4. Employee Self-Evaluation**
5. Supervisor Evaluation of Employee
6. Reviewer
7. Supervisor/Employee Discussion
8. Employee Acknowledgement

Following the sections: Employee

Plan

[Plan](#) / [Touchpoints](#) / [Evaluation](#)

[Employee], welcome to Virginia Tech!

We're glad you've claimed your role as a member of the Hokie Nation!

To ensure a successful first year of employment at Virginia Tech, you will participate in an enhanced first-year performance cycle, which includes a review at six months.

In addition, it is important for you and your supervisor to check in regularly and work together as you learn your new role. These check-ins are called Touchpoints and give you and your supervisor the opportunity to have collaborative discussions that support your success. Understanding your performance progress will help you be more successful in your new role.

Now is the time to begin these performance conversations with your supervisor. Please note the following:

- If you are a new hire to the university with either no service at another state agency, had a break in service before transferring from another state agency, or are a transfer within the university to a position that requires a probationary period per the offer letter, this is your probationary review. Information on the probationary review process can be found at [University Policy No. 4260: Probationary Period for Salaried University Staff Employees](#). Whether you are a probationary or first-year employee will be noted by your supervisor in the "1st Yr/Probationary" section.
- If you are an employee transferring from another Virginia state institution or facility without a break in service, this is your first-year review.

For more information on goal setting, watch the video below. Additional resources are provided below.

Here is more information on developing your performance plan:

- You will see your Job Duties, which are pulled from your position description.
- In the Goals section, this is where you should record goals that are specific to you for this performance cycle. Goals can tie to job duties or they may be developmental or stretch assignments to facilitate career development. Identify any key competencies essential to your position.
- In the Development Plan section, consider what development needs will help you in your role or future roles.

After you have discussed and agreed on the performance plan with your supervisor, select Next Steps at the top of the page. Either one of you can select "go to next step," to progress to the plan approval step.

We hope your Virginia Tech experience is an exceptional one and look forward to your contributions to our university's mission and vision.

If you have questions or need additional information, contact your supervisor or HR representative.

Next →



Access and Overview

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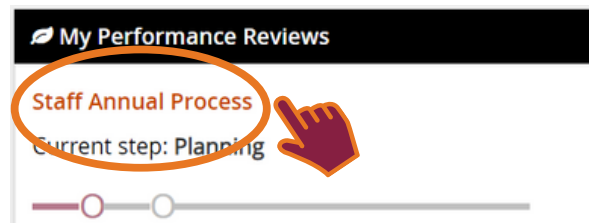


FIGURE 2. FIRST YEAR PERFORMANCE SECTIONS



0-6 MONTH

1. Performance Plan
2. Plan Approval
3. Touchpoints
4. Supervisor Evaluation of Employee
5. Reviewer
6. Supervisor/Employee Discussion
7. Employee Acknowledgement

7-12 MONTH

1. Performance Plan
2. Plan Approval
3. Touchpoints
- 4. Employee Self-Evaluation**
5. Supervisor Evaluation of Employee
6. Reviewer
7. Supervisor/Employee Discussion
8. Employee Acknowledgement

Following the sections: Employee

Plan

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[Employee],

We hope your first six months as a member of the Hokie Nation has been a great experience.

To ensure continued success during your first year at Virginia Tech, it's important for you and your supervisor to continue checking in regularly and work together as you grow and develop your new role. Ongoing Touchpoint meetings with your supervisor will help you continuously improve your performance progress.

Your performance plan from the First-Year (0-6 months) performance process has been copied into this cycle. Using one of your Touchpoint conversations, review the plan again with your supervisor before moving forward. If modifications need to be made, now is the time to do that. You will acknowledge the plan after updates are made.

We hope your Virginia Tech experience is an exceptional one and look forward to your contributions to our university's mission and vision. If you have questions or need additional information, contact your supervisor or HR representative.



Watch a video: [It's Goal Setting Time - Start Here](#)

Resources:

- [Performance Management Resources](#)
- [Performance Management website](#)



Following the sections: Employee

[Start](#) [1st Yr/Probationary](#) [Job duties](#) [NEW](#) [Goals](#) [Overall rating](#) [Development plan](#) [Next steps](#)

Plan

[Plan](#) / [Touchpoints](#) / [Evaluation](#)

The box below is to be used to specify if this review is a Probationary Review or First-Year Review. To determine if the employee is a first-year or probationary employee, consider the following:

- **First year:** If the employee transferred from another Virginia state institution or facility without a break in service, this is their first-year review.
- **Probationary:** New Virginia State employees and employees returning from a break in Virginia State employment are considered probationary employees for their first 12 months of university employment.

Please note that:

- An employee who has transferred within the university to a position that requires a probationary period stated in the offer letter, the 12-month probationary period applies.
- A probationary period is not required when an employee has already completed a probationary period at another Virginia state employment AND when the employee is transferring from another state agency or another Virginia Tech department without a break in service, unless stated in their offer letter.
- An employee who is selected for a position that requires certification following completion of a prescribed training program must complete a new probationary period.
- If an exception was granted to a probationary employee, and this information was included in the offer letter, the employee is not considered probationary.
- Information on the probationary review process can be found in [University Policy No. 4260: Probationary Period for Salaried University Staff Employees](#).

If you have questions regarding the type of review to be conducted, please contact your HR Representative or Employee Relations.

Item title

Title*

Please enter 1st Yr/Probationary title here ...

REQUIRED

i You missed 1 field. It has been highlighted below.
This field is required.

If required information is missing, the pages will not progress nor will you be able to finish the plan.
The only way to restart is to go [Home](#).

[Back](#)[Next](#)

Job duties are pulled from the position description in the PageUp Applicant Tracking System (ATS). These are the basic requirements to perform the function successfully. Review the job duties during the performance planning phase to ensure they accurately reflect the responsibilities of the position.

While the job duties below can be edited, the official position description must be updated in the ATS system, as this is the source of record for the university. Supervisors should review job duties annually and make sure the ATS position description is up to date. If updates are needed, contact your college or department HR representative.

If there are additional goals, competencies, or other expectations for this performance cycle, those can be added in the next section, "Goals."

IMPORTANT: Do not delete job duties below. Once deleted, job duties cannot be added back or restored in the performance management system. Instead, edit the content below or use comments to note differences, changes, or additional responsibilities that may be added. Edits made in this system will not automatically update in the ATS.

Item title

Title*

Please enter job duties title here ...

Measure

B **I** **U** Source

REQUIRED

i You missed 1 field. It has been highlighted below.
This field is required.

[Back](#)[Next](#)



Following the sections: Employee

Start

1st Yr/Probationary

Job duties **NEW**

Goals

Overall rating

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Plan

Plan / Touchpoints / Evaluation

A supervisor and employee should discuss the goals for the coming year. These can be a mixture of short- and long-term, innovative, and routine goals, but should all have a clear link to organizational priorities. Goals can tie to job duties or they may be developmental or stretch assignments to facilitate career development. One goal is required. One document can be uploaded in support of each goal.

- An example of a goal that ties to a job duty might be specific project details that align with project coordination responsibilities in the position description.
- An example of a new goal might be a learning or growth assignment to receive a certification that is not required by the specific position description.
- A goal could also be a competency. Competencies are a set of related knowledge, skills, abilities, and behaviors, or other characteristics that are needed to perform work assignments in a defined work setting.
-

When setting goals, you should ensure the goals are SMART:

- **Specific:** You are clear on what is meant by the goal. Ask: What do you want to achieve and why? What are the requirements/constraints? Who is involved?
- **Measurable:** You know when it has been achieved and how achievement will be measured. Ask: How do you track progress and measure the outcome? How will you know when you have reached it?
- **Achievable:** The goal is within your capability with available resources. Ask: How will you accomplish the goal? Is it realistic?
- **Relevant:** The goal is reasonable, reflects departmental goals, and is results-based. Ask: Is this a worthwhile goal? What is the expected impact? Does it align with our organizational goals?
- **Timebound:** You know the deadline for the goal. Ask: When will you accomplish this goal?



Item title

Title*

Please enter Goals title here ...

Measure

B I U | | | | | | | | | | Source

REQUIRED

i You missed 1 field. It has been highlighted below.
This field is required.

Attachment

Upload document

Add Goals

Back

Next



Following the sections: Employee

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Plan

[Plan](#) / [Touchpoints](#) / [Evaluation](#)

This section will be accessible during the evaluation steps. Please move to the next step.

Please provide an overall rating

Actions [v](#)[View progress report](#)[← Back](#)[Next →](#)

Career development is an important aspect of a performance plan and the performance process provides a great opportunity to discuss the employee's professional growth opportunities, aspirations, and current successes.

When creating or updating a career development plan, make sure there are clear action steps including:

- **Objective:** What should be improved and how will it be measured?
- **Outcomes:** What do you hope to achieve with this learning experience?
- **Timeline:** What is the expected time frame?
- **Resources:** What resources may be required?

LMS activities can be linked to performance and development goals by using the "add development activity" button. An example where this feature is helpful is assigning the "Fast Track for New Supervisors" program if one of the employee's goals is to become a supervisor or leader in the next two years.

Not all activities are included in the LMS, so an employee can [create an individual learning activity](#). For example, an employee may attend a conference or serve on the university's Staff Senate. These activities can then be added to their career development plan as part of the performance process.

During Touchpoint conversations, employees and supervisors should review and discuss the completion or progress of each learning activity. During the annual review, talk about what was accomplished during the year and plans for the next year to ensure the employee is taking advantage of professional development opportunities. Additional resources are provided below to help with career development plans.

Resources:

- [Development Action Plan](#)
- [Professional development guide for employees](#)
- [Professional development coaching guide for supervisors](#)

[Add](#)[In progress / Upcoming](#) [Completed](#) [Pending approval](#)[← Back](#)[Next →](#)

Once you have discussed and agreed on the performance plan with your supervisor, [supervisor], either one of you can select "go to next step" to progress to the plan approval step.

Summary

Summary

▼ 1st Yr/Probationary

1.

▶ Job duties

▶ Goals

▶ Overall rating

Development summary

Title	Status	Intended completion date	Actual completion date
-------	--------	--------------------------	------------------------

Your next step: Plan Approval

Clicking "Go to next step" will move this review to the next step and you will be unable to return to this step.

[Go to next step](#)[View entire process](#)OVERALL
RATING

DEVELOPMENT PLAN

NEXT STEPS



Following the sections: Employee

Start

1st Yr/Probationary

Job duties ^{NEW}

Goals

Overall rating

Development plan

Next steps

Plan APPROVAL

Plan / Touchpoints / Evaluation

Welcome, [employee], to the plan approval stage of your performance cycle.

Now that you and your supervisor have created the plan, please review each section and go to the Next Steps section to acknowledge. Both you and your supervisor must acknowledge to move to the next stage.

If edits need to be made, your supervisor will need to move the plan back to the planning step.

Resources:

- [Performance Management Resources](#)
- [Performance Management website](#)

Next →

1st Yr/Probationary

Job duties ^{NEW}

Goals

Overall rating

Development plan



All these sections' content is locked and cannot be edited.

← Back

Next →

Once you have discussed and agreed on the performance plan with your supervisor, [supervisor], you must select "I acknowledge" below. Both you and your supervisor must acknowledge before you will move to the Touchpoints section of the performance cycle.

❗ Cannot progress the review to the next step

- Both the employee and supervisor must approve and acknowledge the review before either one can move to the next step.

Summary

Summary

▼ 1st Yr/Probationary

1.

▶ Job duties

▶ Goals

▶ Overall rating

Development summary

Title	Status	Intended completion date	Actual completion date
-------	--------	--------------------------	------------------------

Your next step: Touchpoints

❗ Cannot progress the review to the next step

Approval

Both the employee and supervisor must acknowledge the plan to move into Touchpoints in the performance cycle.

☒ Notify Sue after you approve

Sarah, do you approve your review?

I acknowledge

Sue has not approved this review

[View entire process](#)



Following the sections: Employee

[Start](#)[1st Yr/Probationary](#)[Job duties](#) **NEW**[Goals](#)[Overall rating](#)[Development plan](#)[Next steps](#)

Touchpoints

Plan / [Touchpoints](#) / Evaluation**Welcome to Touchpoints with [supervisor].**

Touchpoints allow you the opportunity to record and document discussions with your supervisor frequently throughout the year to include in your performance evaluation. You may add comments, create a journal entry, or add documentation to track progress and discussions.

Watch a video below on starting something new! Additional resources are provided below.

Having frequent collaborative meetings with your supervisor is essential for your success. It is important for you to participate fully in these open conversations about your goals, development plan, and performance to keep them current and help the evaluation process to run smoothly without any surprises or upsets.

Stay engaged in your success!

[Next](#) [→](#)[1st Yr/Probationary](#)[Job duties](#) **NEW**[Goals](#)[Overall rating](#)

All of these sections can have comments added, journal entries linked, and documents uploaded.

[← Back](#)[Next](#) [→](#)[Development plan](#)

Your comments

Comments can be added in a rolling text box. Progress is pulled from the LMS. Courses can be added at any time.

[← Back](#)[Next](#) [→](#)**Next Steps** will show the summary.

The system will automatically progress to the review stage once the last date for Touchpoints has passed. Then the review will move to the supervisor evaluation for 0-6 months and the self-evaluation for 7-12 months before the supervisor evaluation. Once the supervisor and reviewer have completed their parts, then the supervisor and employee have a discussion.

Finally, the review will move to the employee acknowledgement.

Evaluation

Plan / Touchpoints / [Evaluation](#)



Following the sections: Employee

Start

1st Yr/Probationary

Job duties ^{NEW}

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Evaluation

SELF-EVALUATION

Plan / Touchpoints / Evaluation**Welcome, [employee] to your self-evaluation.**

The self-evaluation is your opportunity to take an active role in the evaluation process. Rather than being the recipient of feedback from your supervisor, it gives you the opportunity to have a two-way conversation with them about your performance throughout the year.

For more information on evaluating performance, watch the video below. Additional resources are also provided.

Following are reasons for a self-evaluation:

- Helps open up the conversation between you and your supervisor during the performance evaluation meeting.
- Allows you to highlight any obstacle you overcame to improve your performance from a prior review period.
- Allows you to address any concerns and struggles you may have as you relate to the job.
- Provides you an opportunity to document your accomplishments and strengths.

Consider answering these five questions to provide [supervisor] with important feedback about your performance:

1. Describe your most significant accomplishments this year.
2. Describe any barriers or challenges that impacted you in effectively completing your job responsibilities or accomplishing your goals.
3. List your area(s) of strength and area(s) of improvement.
4. What skills or new knowledge would you like to develop to improve your performance?
5. Is there any other information you would like to share with your supervisor regarding your work performance?

Be a part of your growth and success! When rating your performance, keep the following rating definitions in mind: **Exceptional, Meets, Does not meet.**

[These are defined on this page.]**Resources are included.**

NOTE: Though self-evaluations are recommended, if you choose not to complete a self-evaluation you may submit your review to your supervisor by going to "Next Steps" and "I acknowledge," which indicates that you acknowledge that you were given the opportunity but choose not to submit a self-evaluation.

Next →

1st Yr/Probationary

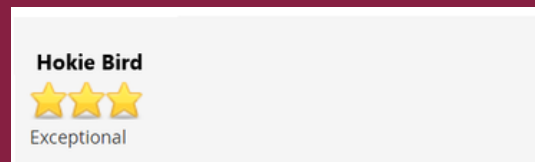
This section is not rated.

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Next →

The employee will see each of their job duties. To the right of the job duty will have a light gray box with a rating showing, as shown in Figure 1.

FIGURE 1. RATING EXAMPLE



Ratings, as shown in Figure 2., have 3 filled stars for Exceptional, 2 filled stars for Meets, and 1 filled star for Does not meet.

FIGURE 2. RATING OPTIONS



These ratings are the same for Job Duties, Goals, and Overall Rating.

Hovering over the stars provides a short explanation of each. Select the star to rate, if applicable.

In the following sections, any comments, uploaded documents, and linked journal entries are available for viewing. The supervisor rating will be shown but is not editable by the employee.

1st Yr/Probationary

Job duties ^{NEW}

Goals

Overall rating

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A self-evaluation will help you look back over the year and gain greater insights into your accomplishments, abilities, and strengths while also helping you set future goals for improvement.

Self-evaluations are optional. If you choose to skip this step, move your evaluation forward to the next stage. Select Next Steps and "I acknowledge," which indicates that you have either completed your self-evaluation or you choose not to complete a self-evaluation.

Your next step: Supervisor Evaluation (7-12 months) of Employee

Approval

By selecting "I approve," you are either acknowledging that you have completed your self-evaluation or you choose not to complete a self-evaluation.

Clicking "I acknowledge" will move this review to the next step and you will be unable to return to this step

☒ Notify Jennifer after you approve

Sarah, do you approve your review?

I acknowledge

View entire process

← Back

Next →



Following the sections: Employee

Start

1st Yr/Probationary

Job duties **NEW**

Goals

Overall rating

Development plan

Next steps

Evaluation

Plan / Touchpoints / **Evaluation**

Welcome, [employee] to the acknowledgment stage of your first six months for your first-year performance evaluation.

Following your discussion with your supervisor, it is now time to review and acknowledge the receipt of your first-year (0-6 month) evaluation. If you have questions about the evaluation, contact your supervisor or HR representative. Additional resources are available below.

Remember, performance management is a continuous process for both you and your supervisor. Continue to check in frequently with your supervisor to build collaboration and stay on track to success!

Resources:

- [Performance Management Resources](#)
- [Performance Evaluation website](#)
- [Performance Management website](#)

Next →

1st Yr/Probationary

This section is not rated.

← Back

Next →

In the following sections, any comments, uploaded documents, and linked journal entries are available for viewing. The supervisor rating will be shown but is not editable by the employee.

Touchpoint conversations provide a great opportunity to discuss progress frequently throughout the year on how well job duties are being performed. **Note:** Rating is not available during Touchpoints.

When reviewing each job duty, you can add comments below in the text box provided. "Save & Share" will allow anyone who opens the performance review to read the comments. "Save as Draft" will only make a comment visible to the person who enters it. You can also associate journal entries (which can be added at any time using the "Journal entry" feature at the top right of the system screen) or upload files for supporting documentation by selecting the drop-down menu next to the "Add comment" button. Commenting and journaling are great features to use throughout the year to document accomplishments and other details of performance.

Following is the rating scale:

- **Exceptional** = The employee significantly exceeds expectations as noted in job duties and performance goals. They model behaviors that support Virginia Tech's values and college/unit expectations. The employee's contributions have a consistently positive impact and value to the department and to the organization. This employee is easily recognized as a top performer.
- **Meets** = The employee consistently demonstrates effective performance by meeting expectations as defined by job duties and performance goals. They are viewed as someone who gets the job done and effectively prioritizes work. They contribute to the overall objectives of the department and/or the organization.
- **Does not meet** = The employee does not meet expectations as defined in the job duties and performance goals. This may be due to being new to a role or new to a specific assignment; it may also reflect outcomes and/or behaviors that need attention and do not meet expectations for the role. Steps to improvement should be discussed and documented.

The employee will see each of their job duties. To the right of the job duty will have a light gray box with a rating showing, as shown in Figure 1.

Ratings, as shown in Figure 2., have 3 filled stars for Exceptional, 2 filled stars for Meets, and 1 filled star for Does not meet.

Hovering over the stars provides a short explanation of each. Select the star to rate, if applicable.

FIGURE 1. RATING EXAMPLE



FIGURE 2. RATING OPTIONS



These ratings are the same for Job Duties, Goals, and Overall Rating.

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Following the sections: Employee

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Evaluation

[Plan](#) / [Touchpoints](#) / [Evaluation](#)

Touchpoint conversations provide a great opportunity to discuss progress frequently throughout the year on how well job duties are being performed. **Note:** Rating is not available during Touchpoints.

When reviewing each goal, you can add comments below in the text box provided. "Save & Share" will allow anyone who opens the performance review to read the comments. "Save as Draft" will only make a comment visible to the person who enters it. You can also associate journal entries (which can be added at any time using the "Journal entry" feature at the top right of the system screen) or upload files for supporting documentation by selecting the drop-down menu next to the "Add comment" button. Commenting and journaling are great features to use throughout the year to document accomplishments and other details of performance.

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Please rate the overall performance below. **Note:** The overall rating is not available during Touchpoints.

You can add comments throughout the year by selecting the comments button. Comments can be shared or saved as private for your view only. To support your rating, you can add a journal entry or upload files by selecting the drop-down menu next to the add comment button.

Rating Scale:

- **Exceptional** = The employee significantly exceeds expectations as noted in job duties and performance goals. They model behaviors that support Virginia Tech's values and college/unit expectations. The employee's contributions have a consistently positive impact and value to the department and to the organization. This employee is easily recognized as a top performer.
- **Meets** = The employee consistently demonstrates effective performance by meeting expectations as defined by job duties and performance goals. They are viewed as someone who gets the job done and effectively prioritizes work. They contribute to the overall objectives of the department and/or the organization.
- **Does not meet** = The employee does not meet expectations as defined in the job duties and performance goals. This may be due to being new to a role or new to a specific assignment; it may also reflect outcomes and/or behaviors that need attention and do not meet expectations for the role. Steps to improvement should be discussed and documented.

If providing an overall rating of "Does not meet" or "Exceptional," provide supporting detailed documentation through comments, linking journal entries, or uploading documents. Supervisors should contact [Employee Relations](#) prior to giving an employee an overall rating of "Does not meet."

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[Next →](#)
[In progress / Upcoming](#) [Completed](#) [Pending approval](#) [Add](#)

In progress:

There are no items to show

Booked:

There are no items to show

Suggested:

There are no items to show

This section is not rated.

Your comments

No comments made

Sue's comments

No comments made

The comments section is closed.
However, learning activities can still be booked using the Add button.

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Evaluation

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Congratulations, [employee]! You have reached the end of the first six months for your first-year review cycle. Before acknowledging the review, ensure you have discussed your performance evaluation with your supervisor.

As you move into the next part of the first-year review cycle, which includes your 7-12 month performance, continue to collaborate with your supervisor and have frequent discussions about your goals and expectations. Contact your supervisor or HR Representative if you have any questions.

Rating summary

Rating summary

1st Yr/Probationary

1.

Job duties

Goals

Overall rating

Development summary

Title	Status	Intended completion date	Actual completion date
-------	--------	--------------------------	------------------------

Your next step: Complete

Approval

Before acknowledging the review, ensure you have discussed your performance evaluation with your supervisor.

Clicking "I acknowledge" will move this review to the next step and you will be unable to return to this step

☒ Notify Sue after you approve

Sarah, do you approve your review?

[I acknowledge](#)[View entire process](#)

Final comments

Employee

B **I** **U** **Link** **Table** **Image** **Source**

The employee can add final comments regarding their review here.

Supervisor
comment

Reviewer
comment



Following the sections: Supervisor

[Start](#)[Job duties](#) **NEW**[Goals](#)[Overall rating](#)[Development plan](#)[Next steps](#)

Evaluation

Plan / Touchpoints / [Evaluation](#)

ACKNOWLEDGEMENT

Welcome, [employee], to the acknowledgement stage of your first-year (7-12 months) performance evaluation.

Following your discussion with your supervisor, it is now time to review and acknowledge the receipt of your first-year (7-12 months) evaluation. If you have questions about the evaluation, contact your supervisor or HR representative. Additional resources are available below.

Remember, performance management is a continuous process for both you and your supervisor. Continue to check in frequently with your supervisor to build collaboration and stay on track to success!

Resources:

- [Performance Management Resources](#)
- [Performance Evaluations website](#)
- [Performance Management website](#)

[Next](#)
[1st Yr/Probationary](#)
[Job duties](#) **NEW**
[Goals](#)
[Overall rating](#)
[Development plan](#)

All of these sections will be uneditable. Review the ratings and comments.

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Congratulations, [employee]! You have completed your first year at Virginia Tech. You will now transition to the annual review cycle. You will be able to review your performance plan to ensure it remains current with your job description, goals, and expectations! Remember to collaborate with your supervisor and have frequent Touchpoint discussions; document details from those discussions.

Before acknowledging the review, ensure you have discussed your performance evaluation with your supervisor. Please contact your supervisor or HR Representative if you have any questions.

Opening the accordian using this icon will show all the ratings.
Both employee self-evaluation and supervisor evaluation will be shown.

Rating summary

Rating summary

Supervisor

Employee

Job duties

- Professional Development Program Delivery
- Organizational Development Program Delivery

Meets
MeetsMeets
Meets

Goals

- Supervise Talent Development (TD) wage hires
- Collaborate with Employee Relations (ER) on annual performance management training

Meets
MeetsMeets
Meets

Overall rating

- Please provide an overall rating

Meets

Meets

Your next step: Complete

Approval

Before acknowledging the review, ensure you have discussed your performance evaluation with your supervisor. Acknowledgment of the evaluation does not indicate acceptance. If you have questions, please contact your supervisor or HR representative.

Clicking "I acknowledge" will move this review to the next step and you will be unable to return to this step

☒ Notify Jennifer after you approve

Sarah, do you approve your review?

[I acknowledge](#)[View entire process](#)