



## STEP IN THE PROCESS

## ACCESS

## Plan

During the Planning and Plan Approval steps, both the employee and supervisor have access to the plan. The reviewer does not have access.

## PLANNING

The employee and supervisor collaborate to develop a performance plan that aligns goals and expectations.

## PLAN APPROVAL

Both the employee and supervisor approve the plan.

## Touchpoints

During the Touchpoint step, both the employee and supervisor have access to the plan. The reviewer does not have access.

## TOUCHPOINTS

Touchpoints is the step where collaborative conversations between employee and supervisor occur to strengthen your working relationship and help improve the employee's productivity, morale, and engagement. As a supervisor, find out what may be challenging, rewarding, the state of your employee's well-being, or what matters to them.

## Evaluation

## EMPLOYEE SELF-EVALUATION

Employees complete a self-evaluation to provide their supervisor with valuable feedback on their success by rating and commenting.

During the Employee Self-Evaluation step, only the employee has access to the plan. The supervisor and reviewer do not have access.

## SUPERVISOR EVALUATION

Supervisor completes their employee's performance evaluation by rating and commenting. A final comment is required.

During the Supervisor Evaluation step, only the supervisor has access to the plan. The employee and reviewer do not have access.

## REVIEWER

Reviewer reviews the employee's performance goals, expectations, and ratings for fairness and consistency.

During the Reviewer step, only the reviewer has access to the plan. The employee and supervisor do not have access.

## SUPERVISOR/EMPLOYEE DISCUSSION

Employee and supervisor meet to discuss the performance evaluation.

During the Supervisor/Employee Discussion step, only the supervisor has access to the plan. The employee and reviewer do not have access.

## EMPLOYEE ACKNOWLEDGMENT

Employee acknowledges the receipt of their performance evaluation. A final comment is encouraged.

During the Employee Acknowledgement step, only the employee has access to the plan. The supervisor and reviewer do not have access.