Employee Evaluation Process

Who am I evaluating?

Classified Employees

Administrative & Professional (A&P)

Classified Employees

Human Resources assigns evaluation to employee.

Manager defines essential functions. When ready, click **Submit** to share with employee.

← Reference information from the job description. Be specific.

Manager enters ratings and comments. When ready, click **Share with Employee**.

Manager has one-on-one meeting with employee.

Manager requests acknowledgement from employee.

Employee acknowledges.

Manager completes evaluation.
(Document available in Manager and Employee Historical Documents)

Administrative & Professional (A&P)

Human Resources assigns evaluation to employee.

Employee submits self-evaluation.

Manager reviews self-evaluation and completes evaluation comments. When ready, click **Share with Employee**.

Manager has one-on-one meeting with employee.

Manager requests acknowledgement from employee and employee acknowledges.

Manager completes evaluation.
(Document available in Manager and Employee Historical Documents)