Steps of the Performance Review - Merit

Step One:
Supervisor sends the goals/accomplishments form (Word doc) to the employee, providing a due date of return (i.e. prior to the supervisor inputting comments in the online review form). **Supervisor initiates** the online performance review form for the Merit employee.

Step Two:
Supervisor will input comments on Merit employee performance. This Includes:
- Universal Competencies Section (Required)
- Employee Goals and Accomplishments (Required by Department)
  Note: this can be completed on the form the HR Rep provided, or on a different attached document. Supervisor should review the employee’s goals once they have completed and returned them prior to commenting on the form.
- Rate and comment on Duties and Responsibilities.
• Attach the goals document and any other applicable documents. These will all be auto-uploaded into the ePersonnel file so only attach items that are appropriate for personnel files (does not include items such as emails of commendation).
• Supervisor may request feedback as well from other functional or administrative supervisors, if applicable.

Step Three:
Supervisor inputs final comments and chooses a rating (Required). Merit reviews have a “No Rating” option however supervisors should select a rating for consistency and fairness with past, current and P&S performance review practices.
Step Four:
Supervisor schedules the meeting with employee to discuss overall comments and goals. Recommend printing a copy or navigating the electronic form together during meeting.

Step Five:
Supervisor finalizes form and sends to employee for signature.

Step Six:
Employee enters final comments and acknowledges form (does not constitute agreement with supervisor comments but provides confirmation that the performance discussion took place). Employee must acknowledge prior to October 31 for form completion.