2020 Performance Appraisal WORKFLOW

Employee provides a copy of the Self-Evaluation Appraisal to their manager

Move forward to the annual review process

Manager reviews the Employee's Self-Evaluation while in the process of completing the 2020 Performance Appraissal.

Employee completes the Self-Evaluation Appraisal

Manager

Manager meets with the employee to review the appraisal content

Manager sends the electronic appraisal to the employee for sign off

EMAIL

Employee signs the document and/or provides their comments and sends the electronic appraisal to the manager

Manager forwards the completed and signed electronic appraisal to their Department Head for approval

Manager

Department Head reviews the appraisal and signs and dates, if in agreement. If approved, then the **DH** presses the

Submit (PDF version) button to move the form forward for processing. or reaches out to the **manager** to resolve questions and/or concerns to be resolved before submission

Submit

Submit will send the document to the UMMSPerformanceReview@umassmed.edu mailbox for processing