

2025 Process

July 15 – deadline Oct. 31

Manager

- Add, Edit, Delete Job Responsibilities
- Add Goals for FY2026



Employee

- Review Responsibilities (no action)
- Review goals manager added (no action)
- Add Goals for FY2026



Manager

- Confirm each responsibility by choosing a confirmation statement
- Review Goals to see what employee added (no action)
- **Upload 2024 performance summary (optional)**
- **Choose Overall Rating for 2024**
- To do – Discuss with employee (optional)



Employee

- Acknowledge receipt of information



Manager

- Acknowledge final document

2026 and beyond

July 1 – deadline Oct. 1

Manager

- Update responsibilities (if needed)
- Update goal status, add goals for upcoming year



Employee

- Self Rate performance on responsibilities
- Answer discussion questions
- Update goal status, add goals
- Upload supporting documents as needed



Manager

- Rate performance on responsibilities
- Answer discussion questions
- Comment on goal progress
- Upload supporting documents as needed
- Choose Overall Rating (Failing to Meet Expectations, Partially Meeting Expectations, Meeting Expectations, Exceeding Expectations)
- To do – Discuss with employee



Employee

- Acknowledge receipt of information



Manager

- Acknowledge final document