# 2018 Staff Evaluation Steps

## Open Period:
- Team member and supervisor prepare content for performance feedback meeting by entering comments into the online application.
- Team member comments are visible to the supervisor during this step, except for the “Team Member Survey” Section.

## Team Member Submission:
- Team member submits their comments in preparation for the feedback meeting.
- Team member comments in “Team Member Survey”, “Values Assessment”, “Team Member Development”, “Goals”, and “Compliance” are locked from editing.
- “Team Member Comments” in the “Performance Feedback” section can be updated prior to final signature.

## Supervisor Submission:
- Supervisor submits their comments in preparation for the feedback meeting.
- Submitted comments become visible to the team member.
- This can be done prior to the feedback meeting or after the meeting.

## Performance Feedback Meeting:
- Team member and supervisor meet to collaboratively discuss and complete the “Values Assessment”, “Team Member Development”, and “Goals” sections.
- Supervisor shares their performance assessment.

## Supervisor Signature:
- Supervisor submits final comments based on updates from the collaborative feedback meeting with the team member.
- Supervisor submits their electronic signature.

## Team Member Signature:
- Team member adds any final comments to the “Team Member Comments” in the “Performance Feedback” section.
- Team Member submits their electronic signature.

## 2nd Level Signature:
- 2nd level supervisor reviews the feedback form.
- If there are no concerns, 2nd level supervisor submits their electronic signature.
- If there are concerns, the 2nd level supervisor returns the process to the supervisor signature step.

## Process Complete