

University MidYr/Annual Review

09/01/2020 - 08/31/2021

Start

Due Date 01/29/2021

Once the MID-YEAR step has been completed the radial button is green and you can now launch the Upward Feedback. Verify the direct reports (nominees) and then Launch the Upward Feedback.

Complete Mid-Year

Due Date 04/07/2021

Launch Upward Feedback

Due Date 07/20/2021

09/01/2020 - 08/31/2021

Start

Due Date 01/29/2021

Complete Mid-Year

Due Date 04/07/2021

Launch Upward Feedback

Due Date 07/20/2021

Add Nominees

Track Nominations

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Complete Mid-Year

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Launch Upward Feedback

Due Date 07/20/2021

Once Upward Feedback has been launched, you will have access to the Year-End evaluation and can start working on that form.

 [Track Nominations](#)

You can track the ANONYMOUS nomination responses by clicking "track nominations." In order to receive Upward Feedback a minimum of 2 direct reports must complete the Upward Feedback form AND the employees must have been in their role for at least 6 months. Once Upward Feedback has been launched, you will have access to the Year-End evaluation and can start working on that form immediately.

Participant Role: Direct Report

Nominations

Nominee	Status
Direct Report1	Pending
Direct Report2	Pending
Direct Report3	Pending