



Yellow means the step is INCOMPLETE

Due Date 01/29/2021

● Update and Approve

Managers need to approve the START step after the employee adds their goals OR after adding any employee goals in the form.

▶ ○ Complete Mid-Year

Due Date 04/07/2021

▶ ○ Review Self Evaluation

Review Our Evaluation

▶ ○ Complete Year-End Evaluation

Due Date 08/31/2021

When ready, click APPROVE and then CONFIRM to save goals and confirm start step is complete.

[Return to Current Documents](#) Save

Save

Approve

 Print

Approve Performance Criteria

Select confirm to approve and complete the Goals and Responsibilities Step.

.....
Confirm

Cancel

University MidYr/Annual Review

09/01/2020 - 08/31/2021

  Start

Due Date 01/20/2021

Then the START step is green and the form is now ready for Mid-year completion.

▶ ○ Complete Mid Year

Due Date 04/07/2021

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