Define Criteria – Employee

Define Criteria is typically the first step of the evaluation process. This step establishes the performance criteria that the employee will be evaluated against.

If this step is not completed by both the manager <u>and</u> employee, an email reminder will be sent seven days before the due date.

Follow institution and manager recommendations for using this tool as part of the performance management process.

Review and Add Performance Criteria

1. Review performance criteria located on each tab.

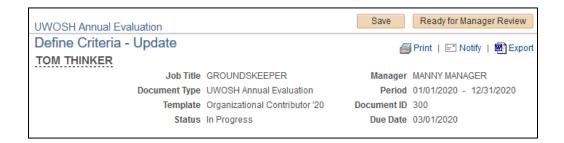2. Update applicable criteria on each tab.

3. Click **Save**.
   NOTE: Saving allows the manager to see the performance criteria you have added.

Ready for Manager Review

WARNING: The Ready for Manage Review button will lock the document and can no longer be updated.

1. Click the **Ready for Manager Review** button in the upper right corner.

2. Click **OK**.
   NOTE: An email is sent to the manager letting them know the document is ready for review.