



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
Due Date 08/31/2021

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 | 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

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

Start
Due Date 01/29/2021

Complete Mid-Year
Due Date 04/07/2021