Classified Performance Review

Supervisor creates plan

Supervisor routes plan to reviewer

Reviewer approves plan and routes back to supervisor

Reviewer requests changes to plan

Supervisor makes requested changes and routes back to reviewer for

Supervisor routes plan to employee and schedules meeting to discuss

Employee acknowledges plan

Year passes and progress notes are made

Employee completes self evaluation

Supervisor completes employee evaluation

Supervisor routes evaluation to reviewer

Reviewer requests changes to evaluation and routes back to supervisor

Supervisor makes requested changes and routes back to reviewer for

Reviewer approves evaluation and routes back to supervisor

Supervisor routes evaluation to employee and schedules meeting to discuss

Employee acknowledges receipt of evaluation

Evaluation routed to HR for review