

**First-level supervisors should:**

- Help employees align their individual goals with departmental goals and University goals
- Provide feedback throughout year and conduct a Mid-year Progress Check-in
- Review draft evaluation with second-level supervisor BEFORE meeting with employee to discuss the evaluation

**Second-level supervisors should:**

- Meet with first-level supervisors to complete the review process
- Validate legitimacy of ratings
- Support ratings/decisions
- Discuss unusual circumstances requiring recognition or corrective action

**Every employee should expect to:**

- Receive a formal review at end of the performance planning period and plan their performance for the upcoming year(summer /early fall)
- Check-in meeting with their supervisor, mid-year, to review progress and make adjustments, as necessary
- Sign their Review Form
- Receive a copy of the completed review after supervisors sign
- Have the right to make an appeal

<b>In Person Appeal(s):</b>	<b>Written Appeal(s):</b>
<p>If an employee still has concerns which he or she feels have not been resolved after meeting with the immediate supervisor, the individual may request an appointment with the next level manager up to and including the vice president of the respective area.</p>	<p>In the event the employee continues to have a difference in opinion after meeting with appropriate management in his or her reporting structure, the employee has the option of following up with written comments which will become part of the employee's permanent file maintained in Talent Development &amp; Human Resources.</p> <p>Should the employee wish to provide additional written comments about the review; the comments can be added directly onto the review form or as an addendum. Written comments can be forwarded to Talent Development &amp; Human Resources either attached to the review form or submitted by the employee under separate cover.</p>