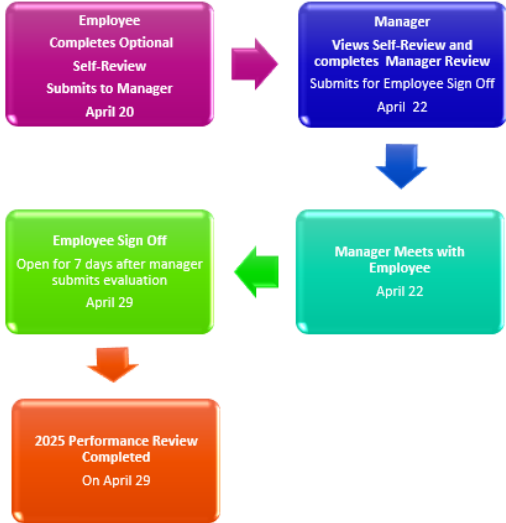


# Performance Review Workflows

## Scenario 1 Workflow:

**Employee completes Self-Review within the 35-day window.**

- Online document moves forward to the manager after submission.
- Manager can view the Self-Review and complete their Manager Review at that time or within the 70 days it is open.
- Employee will receive an email notification and be able to access the Employee Sign Off.
- Employee can access the completed Manager Review after submission and have 7 days to sign off upon receipt.



## Scenario 2 Workflow:

**Employee does not complete a Self-Review and Manager starts completing their Manager Review on April 15.**

- Manager can access and complete the Manager Review.
- Employee will not receive an email notification or be able to access the Employee Sign Off *until after the 35-day Self-Review window closes.*
- After the 35-day Self-Review Window closes, the employee will receive notification to sign off on the Manager Review immediately after submission.
  - The employee will have 7 days to complete the sign off.

