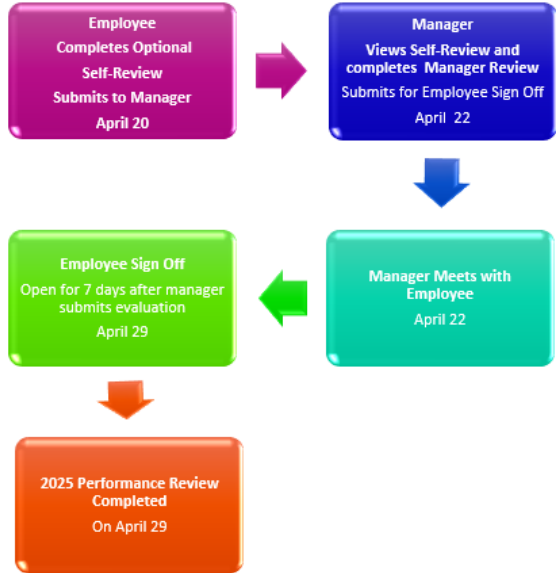


Performance Review Workflows

Scenario 1 Workflow:

Employee completes Self-Review within the 24-day window for completing Self Reviews.

- 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 24-day Self-Review window closes.
- After the 24-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.

