



## Performance Document tasks in DASH

### All Tasks

- >> Employee Self-Evaluation
- Manager Evaluation of Employees
- Manager's Manager Approval
- Manager Shares Performance Document
- Manager Confirms Review Meeting Held
- Employee Confirms Review Meeting Held

#### 1. **Employee Self-Evaluation**

Employees will kick off the process by completing a self-evaluation of the key elements, providing any comments, and submitting them to you.

#### 2. **Manager Evaluation of Employee**

Once you receive notice that the employee has completed the self-evaluation, you can review the employee's evaluation, complete your evaluation of the key elements, provide comments, and submit it to your manager for approval.

#### 3. **Manager's Manager Approval**

Your manager will review the employee's evaluation and comments and your evaluation and comments and approve/reject the document.

#### 4. **Manager Shares Performance Document**

Schedule a meeting with the employee to discuss the performance document. Before the meeting, release the performance document to the employee for their review.

#### 5. **Manager Confirms Review Meeting Held**

Acts as the signature for the evaluation

#### 6. **Employee Confirms Review Meeting Held**

Acts as the signature for the evaluation