

Employee Evaluation Workflow

What is the Employee Evaluation Process?

Once it's time for performance reviews to begin, supervisors will receive a helpful e-notification from our Taleo HR platform letting them know it's time to get started!

Employee Evaluation Workflow

Employee evaluations follow a simple, step-by-step process designed to make things smooth and straightforward for everyone involved:

Supervisor Completes Evaluation

Supervisors will log in and complete the evaluation by rating the employee on key areas like job knowledge, quality of work, organization, and dependability.

Employee Review & eSignature

Once the evaluation is ready, supervisors and employees should meet to discuss the results. The employee will receive an email prompt to review, e-sign, and leave any comments they'd like.

Supervisor Submission

After reviewing the employee's comments, the supervisor will provide a final sign-off to officially submit the evaluation to Human Resources.

Questions? We are here to help! Contact our [Human Resources](#) Office with any questions.

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