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.

Revision #14
Created 2025-05-19 17:19:27 UTC by Kristin Helms
Updated 2025-11-19 19:36:16 UTC by Kristin Carson