Performance Appraisal Process - At-A-Glance

HR opens the Performance Evaluation (UNeVal) Portal

Employee receives an Email Notification to complete their Evaluation

Manager/Supervisor enters their responses into UNeVal and SAVES the Document

Employee completes the Evaluation and submits it to their Manager/Supervisor

Manager/Supervisor receives an Email Notification to complete their portion of the Employee’s Evaluation

Manager & Employee meet for a Performance Review

Manager makes any agreed upon changes to the Employee’s evaluation as discussed in the review and SUBMITS the document

Employee receives an Email Notification to review and confirm the Final Evaluation

Employee reviews, confirms and submits the Final Evaluation

Evaluation is stored and saved in the UNeVal Portal for the following review period. The Evaluation can be accessed any time by the employee or Manager/Supervisor at any time