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|  | **UNO Performance Appraisal Self-Evaluation Process - At-A-Glance**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Employee completes the Evaluation and submits it to their Manager/Supervisor****Manager/Supervisor enters their responses into UNeVal and SAVES the Document**Employee receives an Email Notification to complete their EvaluationManager/Supervisor receives an Email Notification to complete their portion of the Employee's Evaluation**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**

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|  | Performance |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Evaluation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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