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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 Evaluation  Manager/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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|  | **(UNeVal)** | | | | | | | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  |  |  |  |  |  |  |  | |  | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | |
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