University of Houston ePerformance Flowchart
Staff, Trades & Managers Template

START
Employee completes goals in **Performance Criteria**.
(*Email sent to manager to review goals)

Manager reviews Employee Goals and completes **Performance Criteria** section.
(*Email sent to Employee to review Criteria)

Employee now has the option to complete **Self-Evaluation**.
(*Email sent to manager once completed)

Manager marks document **"Share with Employee"** and immediately conducts review meeting with Employee.
(*Email notification sent to Employee that document is available)

Sr. Manager reviews document

Manager evaluates employee and submits document for approval.
(*Email sent to Sr. Manager requesting approval)

Sr. Manager **Approves** (*Email sent to Mgr)

Sr. Manager **Denies** document (*Email sent to Mgr)

HR **Approves** document (*Email sent to Mgr)

If document is rated a **Needs Improvement (1)**, document is routed to HR for review and approval.

HR **Denies** document (*Email sent to Mgr)

Manager marks document **"Request Acknowledgement"**.
(*Email to Employee to acknowledge review held)

Employee adds comments if applicable, and marks document **"Acknowledged"**.
(*Email to Manager that Employee has acknowledged)

FINISH
Document is automatically finalized upon Employee acknowledgement.
STATUS
Criteria, Review, & Approval: Complete

Mgr. can acknowledge on EE's behalf if no action is taken