University of Houston ePerformance Flowchart
Executive Template

START
Employee initiates all sections in **Performance Criteria** phase.
(*Email sent to manager to review goals)

→

Manager reviews Employees input 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)

←

Manager assesses employee performance during the **"Manager Evaluation"** phase.

←

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

For more information, visit the HR ePerformance site at:
www.uh.edu/human-resources/manager-toolbox/
performance-communication/

1/4/2017