Performance Review Process

WHO COMPLETES THE STEP: SUPERVISOR | EMPLOYEE | SUPERVISOR + EMPLOYEE

1 SUPERVISOR

Prepare for the review

2 EMPLOYEE

Employee self-review

3 SUPERVISOR

Request feedback

4 SUPERVISOR

Complete the supervisor evaluation

5 SUPERVISOR + EMPLOYEE

Schedule and conduct the review meeting

6 SUPERVISOR

Finalize and submit the review

7 SUPERVISOR + EMPLOYEE

Continue the conversation

For more information see https://hr.uiowa.edu/performance-reviews/supervisor-and-hr-guide-performance-reviews#review-process