FAQs

Does a manager have to wait until the end of the self-assessment period to begin employee reviews?

If an employee has submitted a self-assessment, the manager can begin the review as soon as the system provides notification that a self-assessment has been completed.

If during a discussion with an employee, the manager learns something that impacts a rating, what happens?

If during the discussion meeting, the manager and employee jointly agree to make a change, the manager should inform the reviewer prior to signing the review.

What happens if the employee doesn’t sign by the due date?

The manager will go to the employee and remind him or her to sign the review. Also, employees have an option to check a box “Decline to Sign” should he or she opt not to sign the review.

What happens if the Reviewer doesn’t sign by the due date?

The manager can remind the Reviewer that the review needs to be approved. Since the system is online, as long as the Reviewer has internet access, the Reviewer can get online anywhere in the world and sign approval.

How does this system effect performance improvement plans?

Performance improvement plans will be handled outside of the system.

Will the appeal process be online?

The appeal process is not part of the system and is handled on paper (i.e., use the current appeal system in place).