

## 2019-2020 - DocuSign Performance Evaluation Instructions for Employees

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Below are the instructions for signing the 2019-2020 Performance Evaluation through an electronic format using DocuSign. This process will allow the Employee to view, make comments, and electronically sign the performance evaluation. Following the Employee signature, the Performance Evaluation will then be submitted to Human Resources.

**Step 1:** The Evaluating Supervisor should schedule a telephone or video conference (Zoom, MS Teams, Skype, etc.) with the employee to discuss the performance evaluation.

**Step 2:** The Evaluating Supervisor meets with the Employee.

- At this step, the evaluation meeting occurs.

**Step 3:** After both parties have discussed the evaluation, the **Employee** can add comments to the evaluation as well as attach any relevant documents.

- The **Employee** should be given at least 5 business days to comment, attach any documents, and digitally sign the Signature Only document. All performance evaluations are due to Human Resources by **June 30, 2020**.
- Once the **Employee** digitally signs and finishes the performance evaluation, all parties involved will receive a completed evaluation with all attachments. Human Resources will automatically receive the completed document.

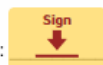
7. Employee Verification of Review: I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional). Attach additional sheets if necessary.

Comments:



Optional

Employee's Signature:



Date: April 16, 2020