

2021-2022- DocuSign Annual Performance Review Instructions for Employees

The annual performance review process through DocuSign allows the employee to review, make comments, add attachments, and electronically sign the performance review.

Step 1: Should your supervisor direct you to complete a self-assessment as part of the annual review process, you can access the form from the [HR website](#). Email a completed and signed copy to your supervisor.

Step 2: Once your supervisor has completed your review, they should schedule an in-person meeting with you, or a phone call or video conference (Zoom, MS Teams, Skype, etc.) if an in-person meeting is not possible, to discuss your review.

Step 3: Your supervisor will then meet with you to discuss the review. You may receive your review via DocuSign either prior to or in the one-on-one meeting with your supervisor.

Step 4: You can add comments to the review, as well as attach any relevant documents after you have discussed the review with your supervisor.



- You should be given at least **5 business days** to comment, attach any documents, and digitally sign the review.

To Employee:

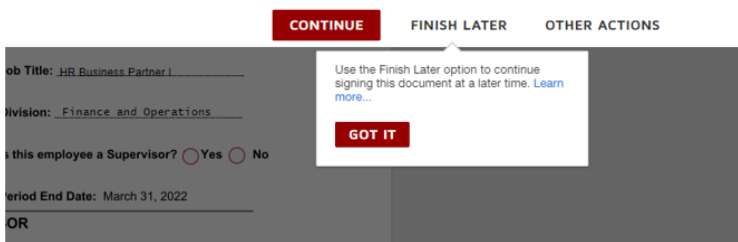
Employee Verification of Review: I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. A review which has not been digitally signed by **May 31** will still be considered as received and acknowledged. My comments are as follows (optional) (attach additional file if necessary, using the paperclip icon Optional - Attachment Applied)

Comments

Employee's Signature: Sign _____ Date: March 4, 2022

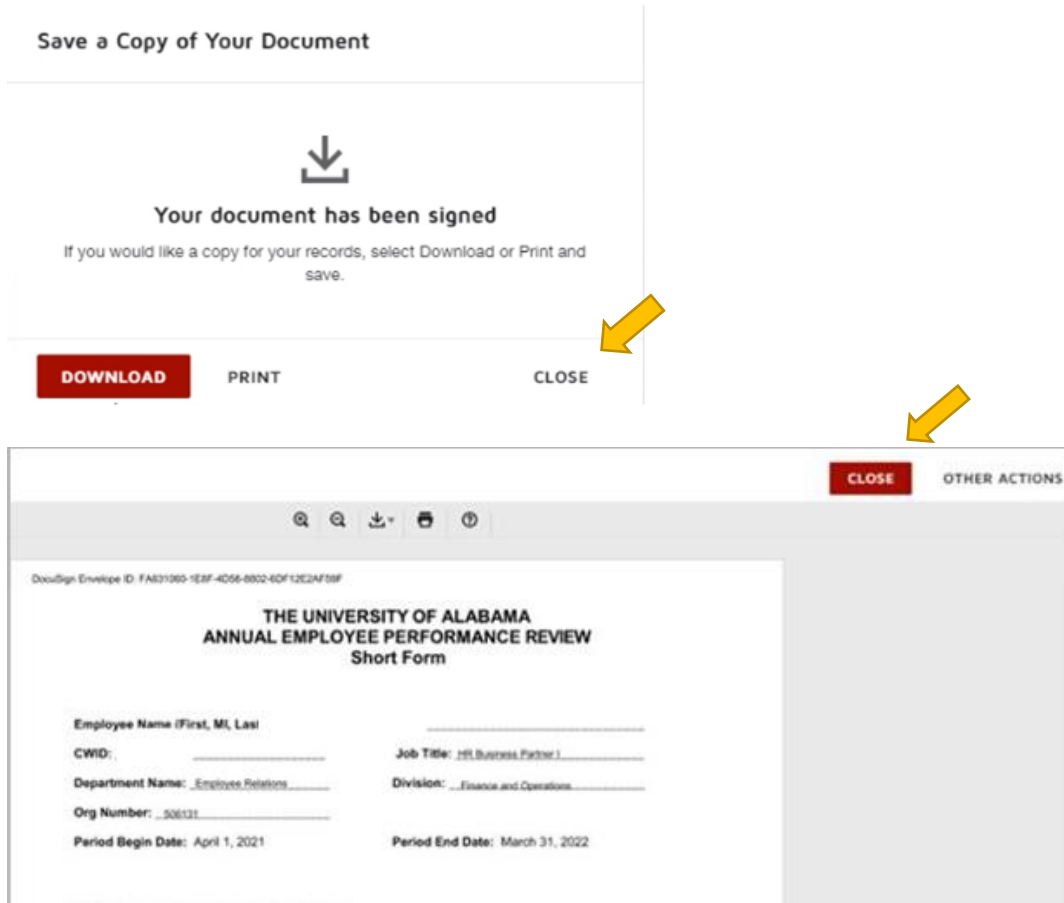
Optional

- Select **Finish Later** if you are unable to complete the review process at this time. To access your review later, go to the original email notification and click the **Review Document** button.



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- After you have digitally signed the review, click **Finish**.
- Next, you must click **Close** on the document pop-up box and then the **Close** button in the upper right corner of the screen for the review to be finalized.



- Reviews are to be completed by **May 31** unless a department has set an earlier deadline.
- If the review has not been signed by May 31 it will be considered received and acknowledged.
- Once the review process is finished, all parties involved in the review process will receive an email which includes the completed review form and all attachments which will be placed in the employee's UA personnel file.

