The annual performance review process through DocuSign allows the supervisor to complete the review form in DocuSign, and then conduct the routing of the document for approvals through the system. Once all required individuals have completed the review process, the supervisor can choose the appropriate time to send the review to the employee.

IMPORTANT: Once performance review content has been entered into DocuSign, AND the supervisor selects “Finish,” the content CANNOT be returned to the supervisor for additional edits. If further edits need to be made, the performance review process will have to be reinitiated from the beginning. As a result, it is strongly recommended that the supervisor discuss the language in the review or draft the review in a word document and share it with required approvers in advance of selecting “Finish.” The three review form options can be found in the Appendix beginning on page 8.

Prior to initiating an annual review:

- Have the employee complete a self-assessment and provide you with a completed and signed copy. This is a recommended step in the annual review process, but not required. You will have the option to attach the self-assessment to the review.
- Review the UA Performance Review Guidelines in the Performance Management section of the Manager’s Toolkit site located at hr.ua.edu, along with other annual review related resources:
  - Coach to Improve Performance
  - Supervisor Tips for Employee Evaluations
  - 10 Steps for Conducting Successful Performance Evaluations
**Step 1:** Supervisor initiates the DocuSign annual review process on eligible employees.

- Select the DocuSign Performance Review Forms link from the Performance Management section of the Manager’s Toolkit to access the performance review site.
- Input the employee’s CWID and then confirm that the employee’s name and supervisors’ names are accurate.
- If a supervisor’s name field is vacant, or not accurate, please contact the individual assigned to your area to update HDT, a system which houses supervisor information, before proceeding.
- Select the annual review form type to be used.

- If instructed to do so by your college or department, input your organizations HR Liaison and/or the Third-Level Supervisor’s name and email address.
  - Click on the Help icon next to each of the optional reviewers to determine at which step in the process that individual will be included.
  - When adding the HR Liaison Name 1, some browsers will automatically populate the email address in the remaining HR Liaison email fields, which should be removed.
  - If you do not make any selections for additional reviewers while on this page, you will not be able to add them at a later step in the process.

**NOTE:** Supervisors should communicate with all necessary parties prior to starting a review. If changes are required, the review will have to be deleted and a new one will need to be submitted.

- After all information is completed, click the Submit button. Doing so will initiate the review form in DocuSign.
Step 2: Supervisor completes the performance review.

- Review the pre-populated fields to ensure all employee information is accurate. If the information is not accurate, please contact the individual assigned to your area who can assist with any inaccuracies before proceeding.
- If using the Comprehensive or Maintenance Pay Plan (MPP) form, select “Yes” or “No” to the supervisor question. This answer will determine if you can rate the employee on the supervisor factors on the review form.

- Gather and review all documentation regarding the employee’s job performance to include progress on goals (if applicable), the employee’s self-assessment (if applicable), and other documentation such as any corrective actions taken, meeting notes, etc.
- If you anticipate an overall rating of (1) Unacceptable or (2) Needs Improvement, please contact your HR Business Partner to discuss putting the employee on a Performance Improvement Plan.
- Complete each section of the performance review and indicate the appropriate rating, to include an employee’s overall rating.
  - The overall performance rating should reflect the employee’s total performance including job performance, skills, knowledge, behavioral traits and, if applicable, supervisory factors.
  - The feedback for these factors should be given in the context of how each contributed to the performance of the employee’s job duties.
- Comments should be provided for any ratings other than Meets Expectations.
- Comment boxes have fixed character limits. You can attach an additional document with comments, if need.
- An employee’s goals for this review year, self-assessment, and other documents can be attached to the review by using the red paperclip in the yellow box.

- Select Finish Later if you are unable to complete the review at this time. Provide an email address to receive a link to finish the review later. Access the review by clicking on the Review Document button.
2021-2022 DocuSign Annual Performance Review Instructions for Supervisors

• Before selecting Finish, it is strongly recommended that the supervisor discuss the language in the review or draft the review in a word document and share it with required approvers in advance of selecting Finish. The three review form options can be found in the Appendix beginning on page 8.

• Once performance review content has been entered into DocuSign, AND the supervisor selects Finish, the content CANNOT be returned to the supervisor for additional edits. If further edits need to be made, the performance review process will have to be reinitiated from the beginning.

• Should you have to reinitiate a review, send an email to hreval@ua.edu with the Subject “Delete Review – Employee Name” so the original review can be voided.

• After you have digitally signed the review, click Finish.

• Next, you must click Close on the document pop-up box and then Close in the upper right corner of the screen for the review to be move to the next step in the review process.
Step 3: HR Liaisons and Next Level Reviewers take action.

- If you have been selected as part of the review process, you will receive an email notifying you that the review is at your step in the process.
- When you receive notification, click on the **Review Document** button in the email to access the review.
- If changes are needed on the review form at this point, **do not move the review forward in the process. Contact the supervisor to initiate a new review form.**
- Select **Finish Later** if you are unable to complete the review process at this time. To access this review later, go to the original email notification and click the **Review Document** button.

![Review Document Button](image)

- The Next-Level Supervisor can add comments and digitally sign the review.
- All other reviewers in the process will need to select the appropriate radio button for the review to move to the next step in the process and then click **Finish.**

![Annual Employee Performance Review Short Form](image)

- Next, **you must click Close** on the pop-up box and then **Close** in the upper right corner of the screen for the review to go to the next step in the review process.

![Close Button](image)
Step 4: Supervisor prepares for the one-on-one meeting.

- Once all reviewers in the process have taken action, you will receive an email providing access to the review. Click on the Review Document button.

- Schedule a time to meet with the employee to discuss their annual performance review.
- Utilizing DocuSign is not intended to replace the face-to-face meeting with the employee.
- Determine when to send the review via DocuSign to the employee.
  - To provide the employee immediate access to the completed review, select “Review is ready to be sent to the employee”, click Finish and then the two Complete buttons.
Step 5: Supervisor meets with the employee to discuss the review.

- If you chose not to send the review via DocuSign to the employee until after the meeting, you can provide them with a printed out copy of the review document.

- After both parties have discussed the performance review, and the employee has been sent the review through DocuSign, the employee should be given at least 5 business days prior to the deadline to comment, attach any documents, and digitally sign the review.
  
  - To provide the employee immediate access to the completed review, select “Review is ready to be sent to the employee”, click Finish, and then the two Complete buttons.

- Reviews are to be completed by May 31 unless a department has set an earlier deadline. If a review is not digitally signed by May 31, the review will be considered received and acknowledged.

- Once the review process is finished, all parties involved will receive an email with the completed review and all attachments. These documents will be added to the employee’s UA personnel file.
APPENDIX

Short Form

1. Based on the employee’s assigned duties and responsibilities, his/her overall performance rating is:
   - Unacceptable ☐ 1
   - Needs Improvement ☐ 2
   - Meets Expectations ☐ 3
   - Exceeds Expectations ☐ 4

2. Discuss job performance, skills, knowledge, behavioral traits, and supervisory factors (if applicable) that were observed and are reflective of the overall rating. Identify the employee’s major accomplishments. (Performance factors may include Knowledge, Skills and Abilities; Quality of Work; Quantity of Work; Work Habits; Communication; Dependability; Cooperation; Initiative; Adaptability; Judgment; and Supervisory Skills.)

   Comments:

3. Identify areas that need improvement and steps necessary to improve performance, including any recommended professional development.

   Comments:

4. Comments Regarding Overall Performance

   Supervisor’s Comments:
Comprehensive Form

Part II: Performance Factors

1. Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job effectively consistent with departmental standards.

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   Comments:

2. Quality of Work - Consider how effectively the employee performs their job duties. Does the employee demonstrate accuracy, neatness, thoroughness and adherence to standards and safety rules?

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   Comments:

3. Quantity of Work – Consider how effectively the employee performs their job duties. Does the employee meet productivity expectations, demonstrate the ability to manage several responsibilities, and perform work within established timelines?

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   Comments:

4. Work Habits – Consider the extent to which the employee consistently complies with established work rules, organizational policies, procedures and practices.

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   Comments:

5. Communication - Consider the employee’s effectiveness in communicating with others. Does the employee express ideas clearly (both orally and/or in writing), listen well and respond appropriately?

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   Comments:
Comprehensive Form

Part III – Behavioral Traits

1. Dependability – Consider the amount of time spent directing this employee. Does the employee monitor projects and exercise follow-through; adhere to time frames; arrive on time for meetings and appointments; and follow instructions and procedures?

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Comments:

2. Cooperation – Consider how well the employee interacts with co-workers and supervisors as a contributing team member. Does the employee demonstrate consideration, maintain rapport, and willingly assist others?

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Comments:

3. Initiative – Consider how well the employee seeks and assumes greater responsibility, monitors projects independently, and follows through appropriately.

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Comments:

4. Adaptability – Consider how well the employee accepts new ideas and approaches to work and responds appropriately to constructive feedback.

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Comments:

5. Judgment – Consider how well the employee effectively analyzes problems, identifies appropriate solutions, and initiates timely and decisive action.

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Comments:

6. Attendance – Consider the number of absences and use of annual and sick leave in accordance with University policy. Approved absences (to include but not limited to those under Family Medical Leave or Military Leave) should not be a consideration or commented on in the review process.

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Comments:

7. Punctuality – Consider work arrival and departure in accordance with departmental and University policy. Approved absences (to include but not limited to those under Family Medical Leave or Military Leave) should not be a consideration or commented on in the review process.

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Comments:
2021-2022 DocuSign Annual Performance Review Instructions for Supervisors

Comprehensive Form

Part IV – Supervisory Factors (If Applicable)

1. Leadership – Consider how well the employee demonstrates effective supervisory skills; gains respect and cooperation; inspires and motivates others; and leads the work group toward common goals.

   Unacceptable          Needs Improvement       Meets Expectations       Exceeds Expectations
   □ 1                    □ 2                         □ 3                           □ 4

   Comments:

2. Delegation – Consider how effectively the employee demonstrates the ability to assign work, monitor progress and provide constructive feedback in order to accomplish objectives.

   Unacceptable          Needs Improvement       Meets Expectations       Exceeds Expectations
   □ 1                    □ 2                         □ 3                           □ 4

   Comments:

3. Planning and Organizing – Consider how effectively the employee plans and organizes work. Does the employee anticipate future needs, identify appropriate priorities, coordinate with others and carry out assignments effectively within established time and resource constraints?

   Unacceptable          Needs Improvement       Meets Expectations       Exceeds Expectations
   □ 1                    □ 2                         □ 3                           □ 4

   Comments:

4. Administration – Consider the employee’s performance of day-to-day administrative tasks. Does the employee consistently perform university, division, college or departmental administrative responsibilities in a timely and accurate manner? These responsibilities could include time-keeping, leave reporting, performance management, budgeting and regulatory compliance duties.

   Unacceptable          Needs Improvement       Meets Expectations       Exceeds Expectations
   □ 1                    □ 2                         □ 3                           □ 4

   Comments:

5. Personnel Management - Consider how well the employee recruits, manages and develops their employees. Does the employee create and maintain a fair work environment and model appropriate behavior? Do they set clear expectations, provide feedback, maintain accountability and resolve work-related employee issues/concerns? Do they provide opportunities for professional development and career growth?

   Unacceptable          Needs Improvement       Meets Expectations       Exceeds Expectations
   □ 1                    □ 2                         □ 3                           □ 4

   Comments:

Part V – Overall Performance

Please use this space to record and comment on the overall performance rating. The overall rating should reflect how the employee’s performance factors, behavioral traits and, if applicable, supervisory factors contributed to the performance of their job duties. This overall rating should be supported by the individual factor ratings.

   Unacceptable          Needs Improvement       Meets Expectations       Exceeds Expectations
   □ 1                    □ 2                         □ 3                           □ 4

   Supervisor’s comments:
**Maintenance Pay Play Form**

**Part II – Performance Factors**

1. **Job Knowledge** – The demonstration of technical or other specialized knowledge required to perform the job. Consider degree of job knowledge relative to length of time in the current position. If applicable, consider the individual’s efforts to learn new skills and maintain up-to-date job-related information.

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Comments:

2. **Quality of Work** – The demonstration of accuracy, thoroughness, and reliability. Consider organization, degree of completeness, adhering to standards and safety rules.

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Comments:

3. **Quantity of Work** – The volume of work produced by the employee, along with his or her speed and consistency of output.

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Comments:

4. **Cooperation** – The extent to which the employee effectively receives and conveys ideas, information, and direction; consider how well the employee maintains rapport with others; the employee’s willingness to undertake assigned projects; consider the extent to which the employee displays a positive, cooperative attitude toward work assignments.

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Comments:

5. **Attendance** – The extent to which the employee can be depended upon to be at work when scheduled to fulfill position responsibilities. Consider whether the employee reports to work on time, communicates requests for time off in advance or provides adequate notice for requested time off to supervisor, and maintains regular attendance; consider number of absences, use of annual/sick leave in accordance with University policy.

Approved absences (to include but not limited to those under Family Medical Leave or Military Leave) should not be a consideration or commented on in the review process.

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Comments:
Maintenance Pay Plan Form

Part IV – Supervisory Factors
(Team Leader/Crew Leader/Master Level, If Applicable)

1. Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.

   Unacceptable ☐ Needs Improvement ☐ Meets Expectations ☐ Exceeds Expectations ☐
   Comments:

2. Delegation – Consider how effectively the employee demonstrates the ability to assign work, monitor progress and provide constructive feedback in order to accomplish objectives.

   Unacceptable ☐ Needs Improvement ☐ Meets Expectations ☐ Exceeds Expectations ☐
   Comments:

3. Planning and Organizing – Consider how well the employee plans and organizes work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.

   Unacceptable ☐ Needs Improvement ☐ Meets Expectations ☐ Exceeds Expectations ☐
   Comments:

4. Administration – How well does the employee perform day-to-day administrative tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?

   Unacceptable ☐ Needs Improvement ☐ Meets Expectations ☐ Exceeds Expectations ☐
   Comments:

5. Personnel Management - Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?

   Unacceptable ☐ Needs Improvement ☐ Meets Expectations ☐ Exceeds Expectations ☐
   Comments:

Part V – Overall Performance

Please use this space to record and comment on the overall performance rating. The overall rating should reflect how the employee’s performance factors, behavioral traits and, if applicable, supervisory factors contributed to the performance of their job duties. This overall rating should be supported by the individual factor ratings.

   Unacceptable ☐ Needs Improvement ☐ Meets Expectations ☐ Exceeds Expectations ☐
   Comments: