

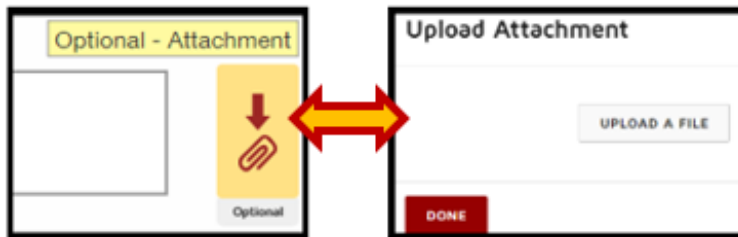
DocuSign Introductory Period (IP) Review Instructions for Employees

The introductory period review process through DocuSign will allow the employee to review, make comments, attach documents and electronically sign the introductory period review.

Step 1: Your supervisor 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 introductory period review.


Step 2: 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 3: You can add comments to the review as well as attach any relevant documents after you have discussed the review with your supervisor and then sign the review.



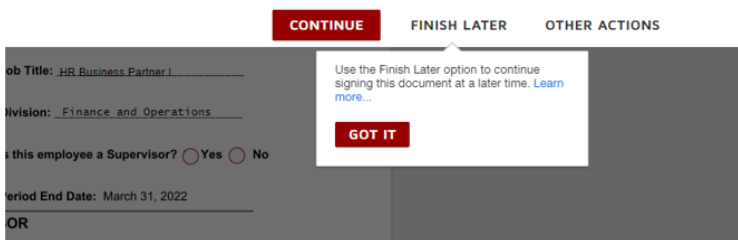
- You should be given at least **3 business days** prior to the end date of the introductory period to comment, attach any documents, and digitally sign the review.
- *If the review has not been signed by the introductory period end date it will be considered received and acknowledged.*

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 file if necessary, using the paperclip icon):


Optional

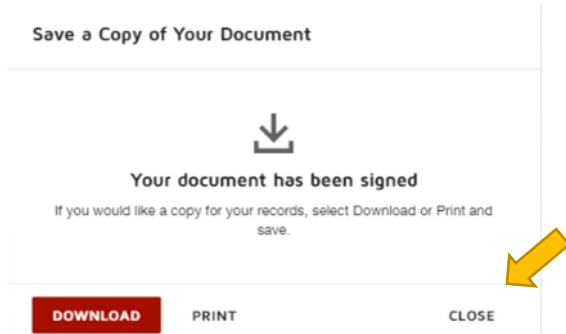
Employee's Signature:  _____ Date: January 25, 2022

- Select **Finish Later** if you are unable to complete the review process at this time. To access your introductory period 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.



- 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.

