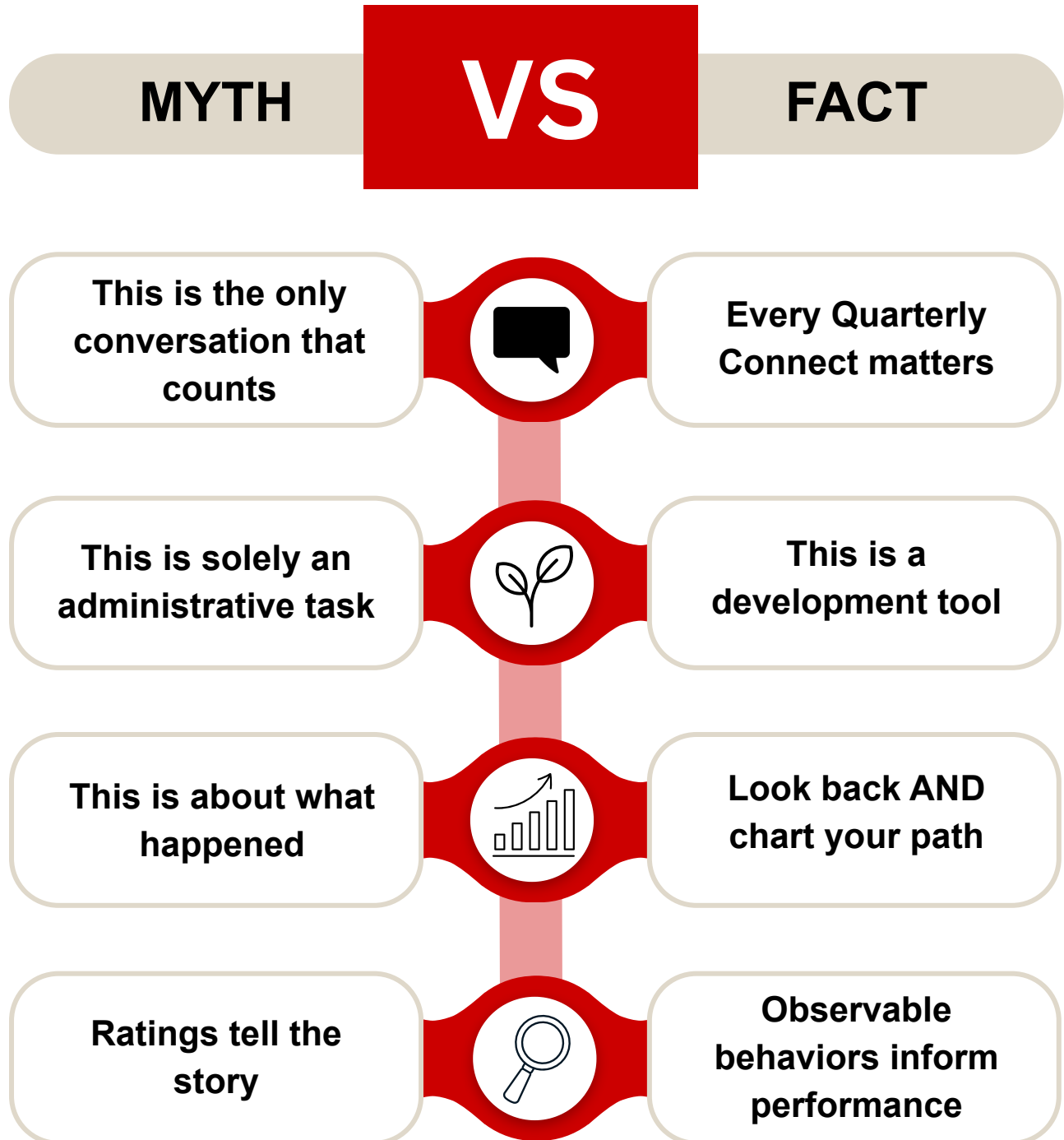




Chart Your Career

Annual Performance Review



Annual Performance Review Process

A Step-by-Step Guide for Managers and Staff

1

Staff completes self-assessment (recommended)

Spotlight strengths, note accomplishments, and plan for continued growth.



2

Manager drafts review in 2026 Annual Performance Review application

Provide cumulative snapshot of staff's performance. Capture observed competencies, status and progress against goals, and identify a Pathway for Development.

3

Manager and Staff hold the Annual Performance Review conversation

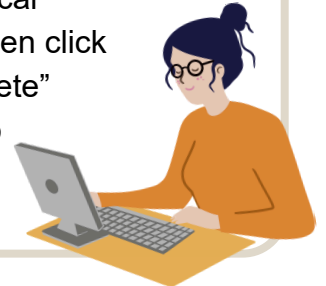
Reflect on the year and review notes from Quarterly Connects. Discuss accomplishments, observed competencies, and development actions.



4

Manager finalizes review

Follow any local processes, then click "Save Complete" and submit to OnBase



5

Staff receives email from OnBase with link

Staff opens the link and provides attestation of receipt. They can also provide any comments.

6

Manager and Staff receive OnBase email notification

This confirmation will include PDF of the signature and comments.



Learning Series



Performance Guide