Accessing Performance Appraisals
2. Login with your AD username and password.
3. Once authenticated, the Performance Appraisal home page appears.
4. Access an employee’s appraisal by clicking the PROCESS link next to the appraisal year.

Appraisal Process
Once your department’s HR Contact releases appraisal forms, you can begin drafting the appraisal. Employees also have access to the form and can write their self appraisal comments, but cannot see the supervisor’s entries in the form. Supervisors should alert their employees when the appraisal form is available.

Supervisor Draft
1. Employee’s full job card information is available to view
2. Sections I, II, and III are required to be completed. Rating definitions change based on the function you are rating.
3. Click the blue edit icon to open a section.
4. Once all sections are completed, click the Move to HR Review button to move the appraisal to the next status. In HR review, neither the Supervisor nor the Employee may make edits to the form.

Post Review & Discussion
1. Supervisors receive an email notification when the appraisal is in Post Review status. This provides the supervisor with a final opportunity to verify the information before moving the appraisal to Discussion status.
2. The employee receives an email notification when the appraisal is moved to Discussion status. Discussion status reveals the supervisor’s ratings and comments to the employee for the first time in this process.

Signing & Completion
1. While in the Prep for Signatures status, your HR contact will prepare the performance appraisal for electronic signatures.
2. The HR contact will move the performance appraisal to the Signing status. This will notify designated signers.
3. Once all signatures have been acquired, the performance appraisal changes to the Complete status.

Performance Appraisal Layout

Supervisor Next Actions – The Supervisor Next Actions section provides information regarding the next step until you have completed the process.

Employee – The Employee section provides information regarding the employee, including the time supervised.

Appraisal Status - During the appraisal process, the form’s status will change depending upon where the supervisor and employee are in the process. Click the Status Help link to view information regarding each status.

Note: The current status of the appraisal will always be highlighted in the Appraisal Status section of the form. In the Supervisor Next Actions area at the top of the form - supervisors will see a button indicating their next required action.

Questions? Email perf-appraisal@ucsd.edu | Need training? https://go.ucsd.edu/2yBfgPg | More Info? https://blink.ucsd.edu/HR/supervising/annual-appraisal.html