

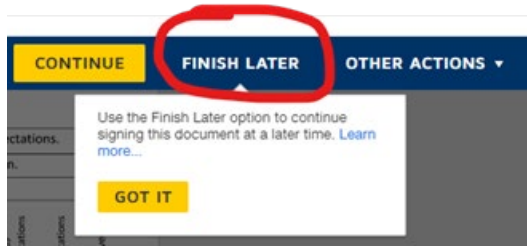
Annual Performance Management Process

As our current fiscal year draws toward a close, it is time to begin the [annual performance management process](#) for 2023-2024. *Please note that employees hired as of June 1, 2023, through today, are not included in the annual review for this fiscal year.* For your convenience, I have provided a link to the DocuSign Appraisal Template and provided a list of your direct reports below. If you have any questions or concerns, please let me know. I am always happy to help you.

Please review these steps to ensure a smooth process via DocuSign:

Important Note: Please do not sign off until the appraisal has been reviewed with the employee.

Step One: You will be asked to enter the email addresses of the employee and department head (if applicable) for signature. Next, you will enter your appraisal ratings and applicable comments, and save by selecting **Finish Later (do not sign off)** until you have reviewed the appraisal with the employee.



Step Two: Review the appraisal with employee and then you may sign off on the appraisal to initiate the signing process.

Employees may need to sign up with DocuSign if they do not have an active account. They may also access DocuSign via their mobile device if they do not have access to a computer.

All documents will automatically be returned to me via DocuSign once the signature process is complete; no need to email or send via interoffice. As in the past, all completed appraisals are **due by July 31.**

DocuSign Link to Appraisal Template - [Staff Appraisal Template](#)