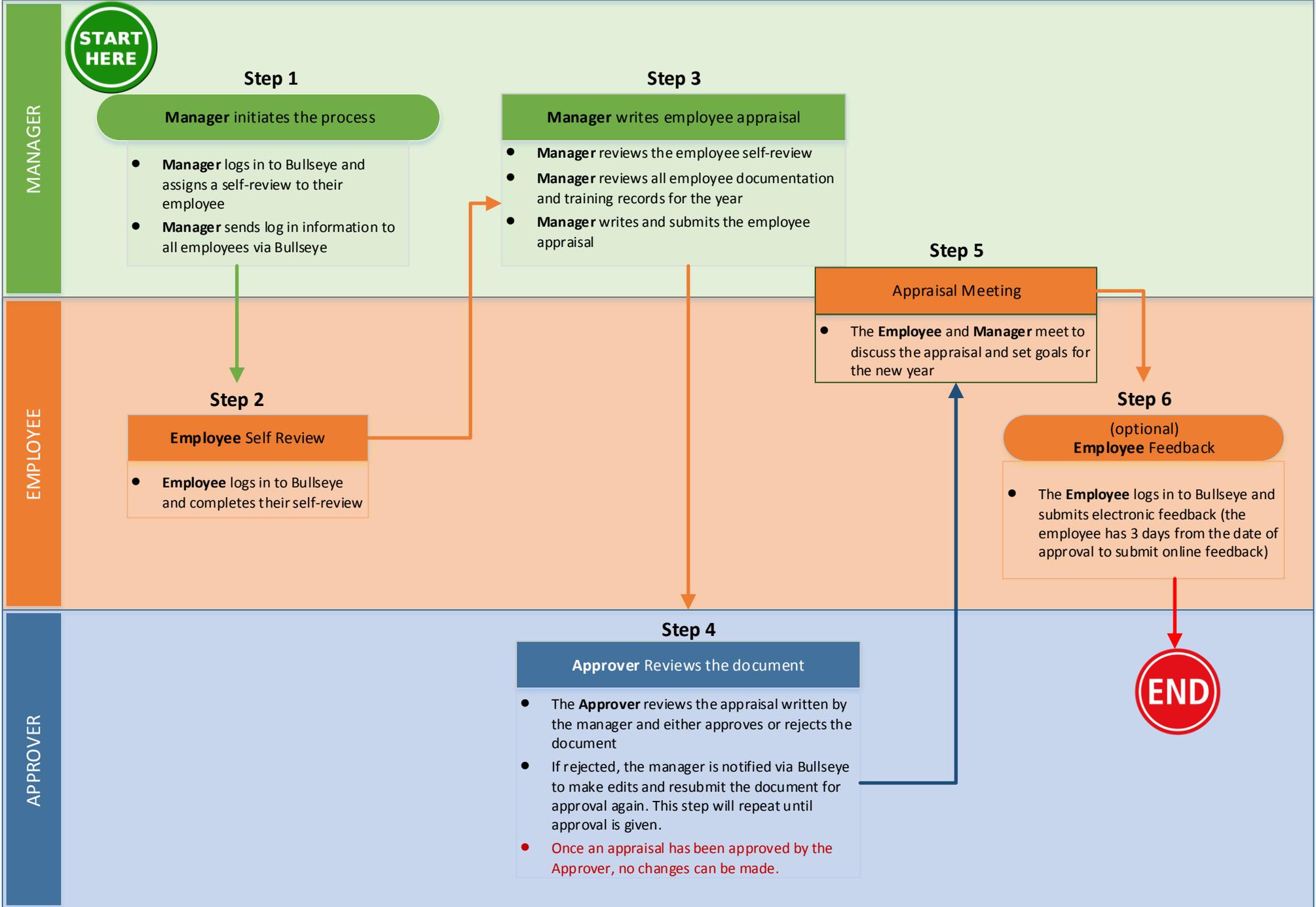


STAFF APPRAISAL PROCESS



Staff Appraisal Process

Step 1 – Manager initiates the process

- Manager logs in to Bullseye and assigns a self-review to their employee
- Manager sends log in information to all employees via Bullseye

Step 2 – Employee Self Review

- Employee logs in to Bullseye and completes their self-review

Step 3 – Manager writes employee Appraisal

- Manager reviews the employee self-review
- Manager reviews all employee documentation and training records for the year
- Manager writes and submits the employee appraisal

Step 4 – Approver Reviews the document

- The Approver reviews the appraisal written by the manager and either approves or rejects the document
If rejected, the manager is notified via Bullseye to make edits and resubmit the document for approval again. This step will repeat until approval is given.
Once an evaluation has been approved by the Approver, no changes can be made.

Step 5 – Appraisal Meeting

- The employee and Manager meet to discuss the appraisal and set goals for the new year

Step 6 – (optional) Employee Feedback

- The employee logs in to Bullseye and submits electronic feedback (the employee has 3 days from the date of approval to submit online feedback)