



## Lander University EPMS Process Overview

### Planning Stage:

1. The Supervisor (Rater) will create a planning document to include developing success criteria for the job duties, creating objectives (*optional*) with success criteria and choosing appropriate performance characteristics for the rating period. Once it is created and electronically signed off, it will be routed to the Reviewer for approval. *(Note: The job duties auto-populate based on the current approved position description for the employee.)*
2. The Reviewer will review the planning document created and electronically sign off on it. Once signed off, it will be routed to the employee.
3. The Employee will review the document and electronically sign off on it indicating receipt. *(Note: The planning stage can be edited by the Rater as needed up until 90 days prior to the review end date)*

### Evaluation Stage:

1. The Rater will evaluate the employee based on the planning stage created in steps 1-3 above. To do so, they will select the applicable rating for each job duty, objective (*if applicable*), and performance characteristic. They will enter comments as appropriate but must enter overall comments. Once completed, the Rater will electronically sign off on the evaluation. The system will route the evaluation to the Reviewer for approval.
2. The Reviewer will review the prepared evaluation and if in agreement, will sign off electronically. The Reviewer may also enter overall comments prior to signing off on the evaluation. Once signed off, it will be routed back to the Rater to provide the Rater the opportunity to personally discuss the evaluation with the employee prior to the system sending the document.
3. Once the Rater has discussed the evaluation with the employee, they will login into the system to release the evaluation to be sent to the employee.
4. The employee will review the document and sign off electronically. The employee can enter overall comments as well prior to signing off. Should the employee not agree with the evaluation, they may indicate so by clicking a check box that is provided.