

Full time Staff Evaluation Process – Taleo

Steps	Action	Who is Responsible	Timeline
Step 1	HR sends email notification to Employee	HR	May 1
Step 2	Employee enters goals in Talent Center	Employee	May 30
Step 3	Supervisor will review goals and make the following actions: a. Approve – employee gets notification b. Edit – employee gets notification goal has been edited and approved c. Reject – employee gets notification goal has been rejected; possible edits may be necessary or goal may be outright rejected.	Supervisor	June 30
Step 4	Supervisor will create the evaluation, including the goals entered. a. TSC Supervisor Staff Review – if the employee supervises any one employee b. TSC Non-Supervisor Staff Review – If the employee does not supervise.	HR	July 31
Step 5	Employee will get email notification to do “Self-Assessment” on evaluation using the evaluation rating scale.	Employee	May 30
Step 6	Supervisor will evaluate employee using the evaluation rating scale. **Supervisor must meet with the employee to review the evaluation and subsequently submits via Taleo.	Supervisor	Mid-June
Step 7	Employee will receive an email notification to sign their final review. The employee has the option to make comments on the overall evaluation rating issued by manager.	Employee	Mid-June
Step 8	Supervisor will receive an email notification that the employee has signed their evaluation and is now pending their final signature. The supervisor will have the option to respond to any of the overall comments the employee has made on the evaluation rating.	Supervisor	June 30
Step 9	Human Resources will track to ensure all employees have an evaluation for the year. In the event of there being no supervisor, Human Resources will put a letter in the employee file.	Human Resources	First week of July