

Getting Started	
<input type="checkbox"/>	Access Perform2Achieve
Employee Review	
<i>UTHealth Performance Standards</i>	
<input type="checkbox"/>	Rate and enter comments
<input type="checkbox"/>	Use Writing Assistant (<i>optional</i>)
Performance Goals	
<input type="checkbox"/>	Verify performance goals in form
<input type="checkbox"/>	Add goal(s), if needed
<input type="checkbox"/>	Update goal status and details, if needed
<input type="checkbox"/>	Rate and enter comments/results
Employee Overall Summary of Performance	
<input type="checkbox"/>	Enter overall summary (<i>optional</i>)
<input type="checkbox"/>	Print appraisal form (<i>optional</i>)
<input type="checkbox"/>	Click on Save and Send to Manager Review
Manager Review	
Manager enters comments and ratings	
Manager meets with employee to discuss performance and next year's performance goals	
Manager sends appraisal to Employee Signature step (Note: The employee will receive an email notification in their UTHealth Outlook inbox that the form is ready for their signature.)	
Employee Signature	
<input type="checkbox"/>	Sign appraisal form
Manager Signature	
Manager signs appraisal form	
Creating a New Performance Goal Plan	
<input type="checkbox"/>	Access next year's performance goal plan
<input type="checkbox"/>	Enter new goals. Refer to the Performance Goals job aid if necessary.
<input type="checkbox"/>	Copy a goal from a previous year, if applicable