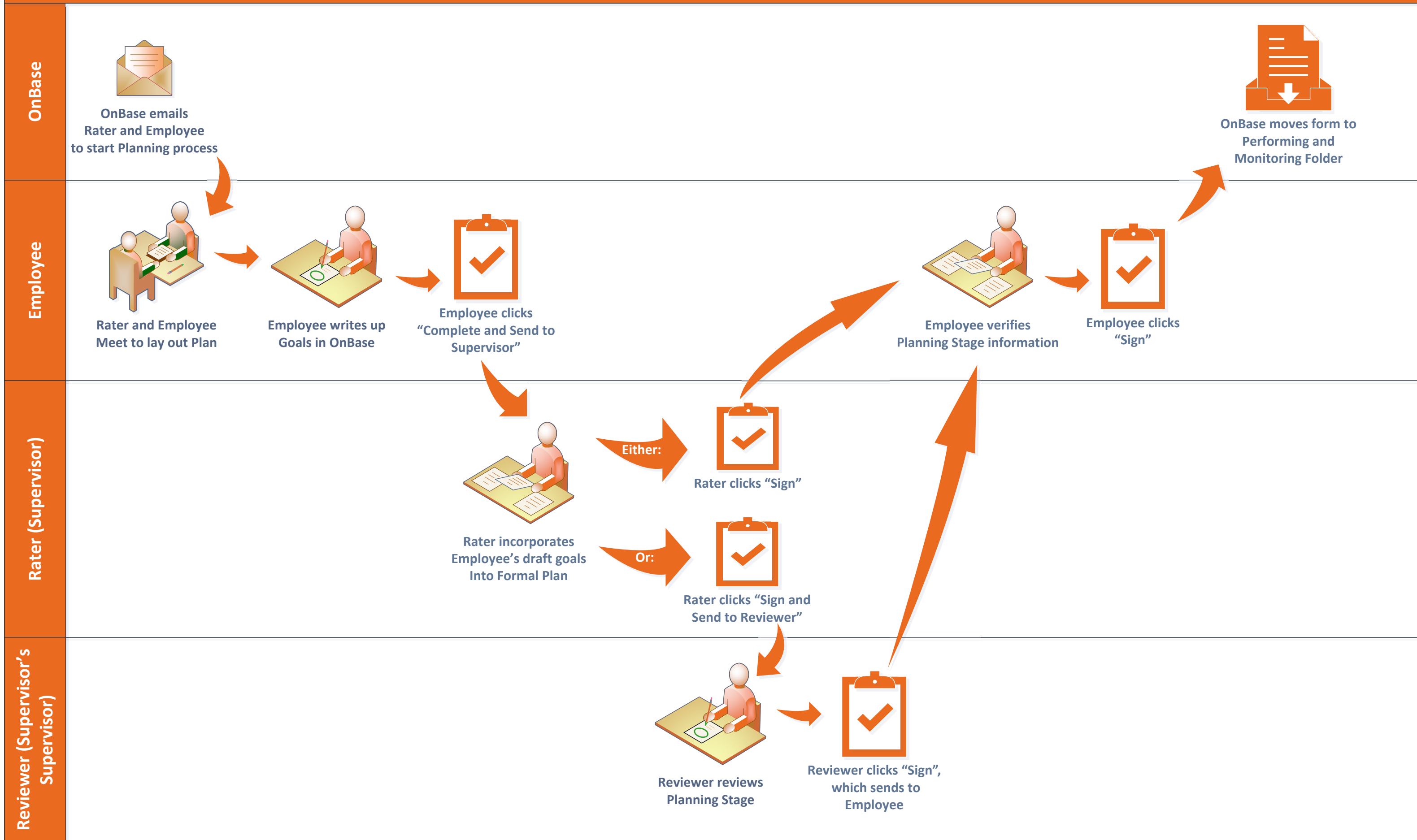


OnBase-Performance Management: Planning Phase



OnBase-Performance Management: Performing and Monitoring Phase

Tracking Performance Progress toward Goals

Changes Needed to Planning Stage

OnBase

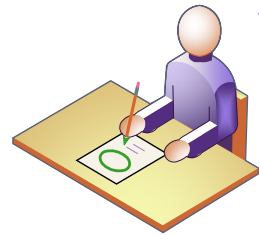


OnBase emails Rater and Employee to perform Optional Mid-Year Review



OnBase moves form to Evaluation folder 90 days prior to Evaluation due date

Employee



Employee documents progress toward goals In Evaluation Stage

Rater (Supervisor)



Rater and Employee meet regularly

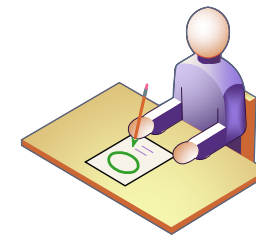


Rater documents progress toward Goals in Evaluation Stage

If a Planning Stage needs to be modified due to business reasons:

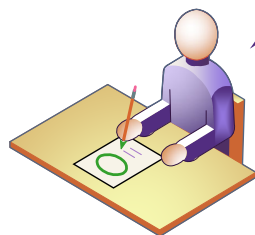


Rater and Employee meet to discuss changes



Rater updates Planning Stage

Reviewer (Supervisor's Supervisor), Customers, Colleagues, etc.



Reviewer, Customers, Colleagues, and Others send Rater supporting correspondence

OnBase-Performance Management: Evaluation Phase

