

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