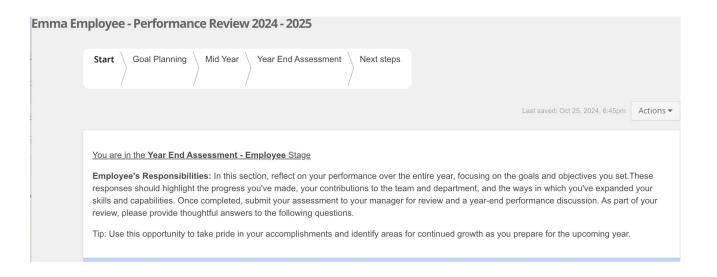
# Stage 3: Year-End Assessment

Initial Goal Planning

Mid-Year Progress Review

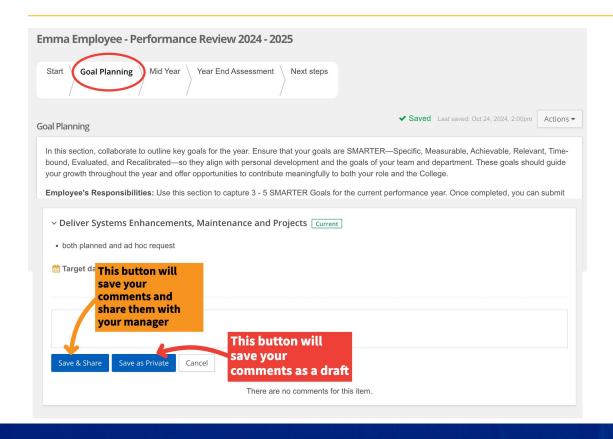
Year-End Assessment

### **Stage 3: Year-End Assessment**



The **Year End Assessment** also begins with the employee, who will reflect on their progress toward the SMARTER goals. Afterward, the employee will pass it on to their manager for their final feedback.

# **Goal Planning tab as the Employee**

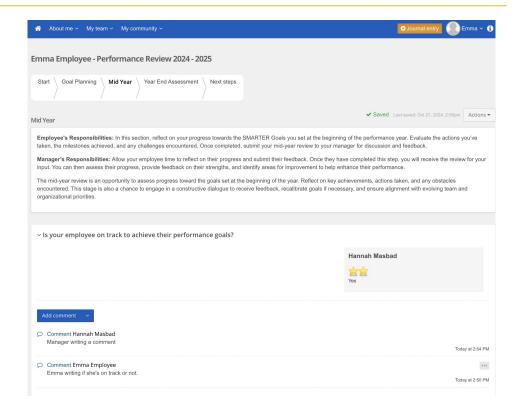


During the Year
End Assessment,
you have one last
opportunity to
provide any self
reflection on each
goal

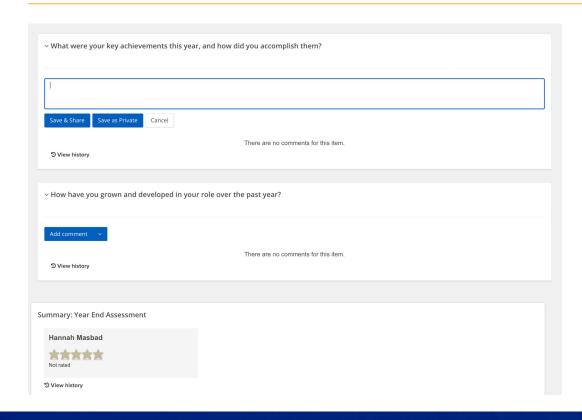
#### Mid Year tab as the Employee

No action is needed by the employee on this tab during the Year End Assessment.

Instead, you may review the feedback from your manager



# Year End Assessment tab as the Employee

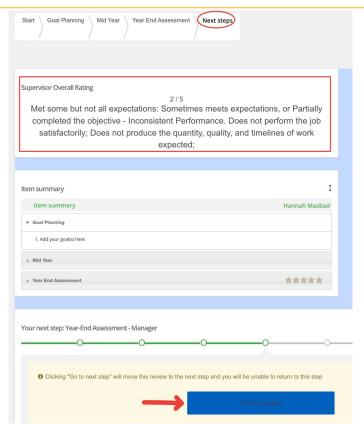


Self reflect and respond to each listed question.

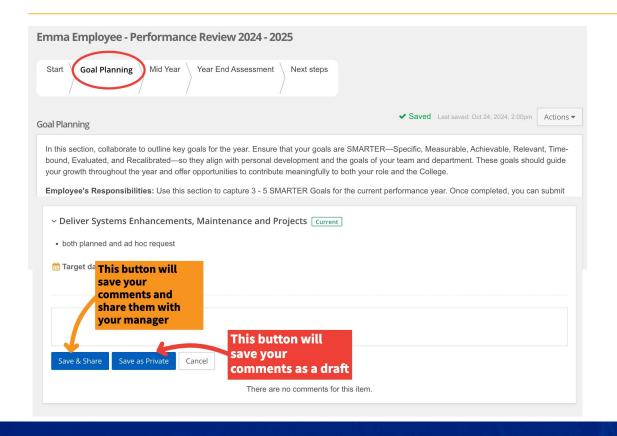
Afterwards, you will pass the review to your manager for year-end feedback.

#### Next steps tab as the Employee

- A score will now populate in the manager Overall Rating section. Please disregard as it is intended to compile all ratings accumulated over the course of the entire process. You may see all of your manager's feedback at the end of the process
- Click the "Go to next step" button to pass the year end assessment to your manager



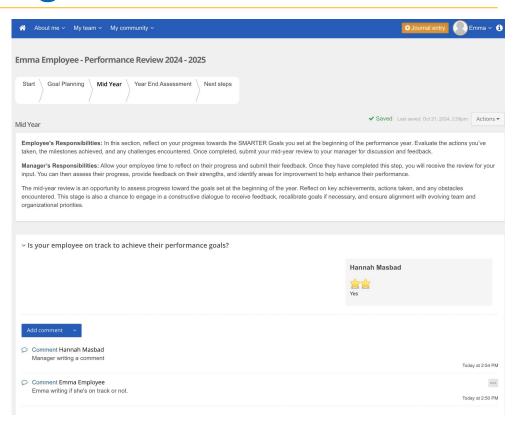
# **Goal Planning tab as the Manager**



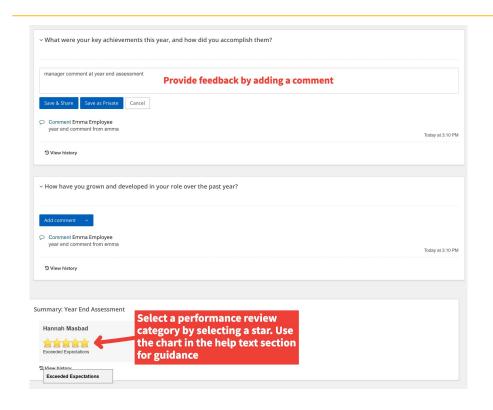
During the **Year-End Assessment**, please review each listed goal and your employee's comments. Then, you can add any final comments on your employee's goals.

#### Mid Year tab as the Manager

During the Year-End
Assessment, you can bypass
the Mid Year tab. You have
already completed this tab



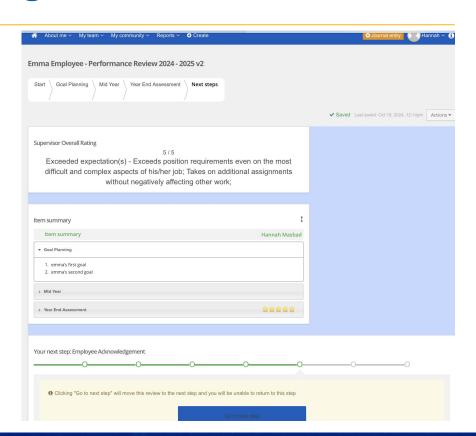
# Year End Assessment tab as the Manager



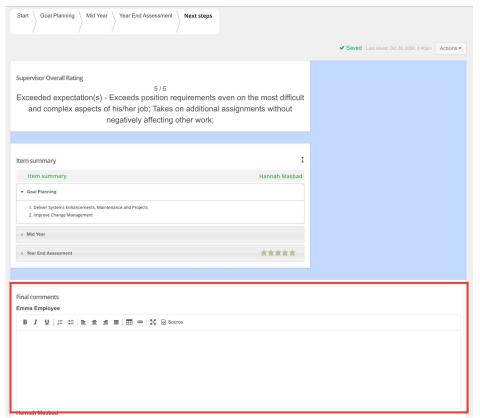
- Review your employee's response to the year end questions
- Provide feedback by using the "Add comment" button
- In the Summary box, use the stars to select your employee's performance category

### Next steps tab as the Manager

- The ACE Performance Review is now complete.
- You will see the complete "manager Overall Rating" now listed.
- Click the "Go to the next step" button to share your final feedback with your employee



# **Employee Acknowledgement**



- ACE is only available for the employee at this time.
- Editing is disabled; the purpose is solely to review all comments.
- Employee may add any last comments at this time