Performance Management

	Setup	Review Period	Draft & Submit	Review & Approve	Present Reviews & Deliver
Performance Administrator (PA)	PA sets up performance templates (general setup, groups, schedule, review items)				
Manager (Approve Rights)				Approve review	
Manager (Submit Rights)		Optional: Manager reviews and approves → Update progress toward goals/ create journal entries	Draft Performance Review → Invite review and input → Submit review		Present review → Deliver review
Employee		Optional: Suggest personal goals to Manager Update progress toward goals/ create journal entries	Create self review		Acknowledge review
Contributor			Give contributor input		

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