

The supervisor completes the performance evaluation annually to assess the overall performance of the employee throughout the performance review period. After meeting with the employee to discuss the evaluation, explain the ratings, and provide feedback about strengths and/or areas needing improvement, the supervisor sends the evaluation to the employee for acknowledgment.

Note: Acknowledgment of your Performance Evaluation does not indicate that you agree with the comments or ratings provided. Rather, your acknowledgment indicates that you have been provided with an evaluation and have had the opportunity to discuss the contents of that evaluation with your supervisor.

Acknowledging the Performance Evaluation

1. To access your Performance Evaluation, go to **Your Action Items** section of the Home page and click on the **View** button under the **Action** column for the task, "Acknowledge Supervisor Evaluation."
2. Read the instructions located in the top blue section of the page and then read the contents of the Performance Evaluation.
3. Enter comments in the **Comment** text box.
4. Click on the **Acknowledge** button to submit the Performance Evaluation.
5. You can access the Performance Evaluation at any time by clicking on **My Reviews** and choosing the **Supervisor Evaluation** icon or **Supervisor Evaluation** link in the navigation pane.

Additional Information

For additional information, please visit <https://www.nwacc.edu/web/personnel/employee-evaluations>. If you have additional questions or need assistance, email evaluations@nwacc.edu.