Dear Employee,

We are utilizing DocuSign to complete our performance reviews and upcoming objectives in the College of Arts & Sciences. This envelope contains your completed **2022-2023 Performance Review and 2023-2024 Performance Plan** from your supervisor. Please review, sign and add any employee comments. If your comments do not fit in the designated space, you may add an attachment by clicking on the paperclip attachment icon. Please remember to click the ‘Finish’ button to submit the document once completed. This should be completed within 3 business days from receipt. Once the document is fully approved, you will receive an email notification and be able to download a copy for your records.

Please contact your HR Consultant with any questions.