PMDP Process Flow

□ Employee
□ Supervisor
□ Approver

Employee logs in, completes PMDP self-evaluation, goals (if applicable), Professional Development Plan & submits to supervisor

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Supervisor completes review of employee's PMDP, rates performance and submits to approver

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Approver reviews employee's PMDP and supervisor ratings

OR

Approver approves

Approver returns to supervisor to edit

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Supervisor and **employee** have performance review discussion

OR

Employee adds comments, agrees or disagrees with evaluation & rating and electronically signs

Employee returns review to supervisor to make changes agreed in the discussion

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Evaluation is submitted to HR. If employee disagrees, Employee Relations department is notified

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PMDP completed