

Automated Emails

There are a number of emails that are automatically sent when a button is clicked or a deadline is approaching. It is not possible to change settings to not receive emails.

Additional emails may be sent from your Human Resource staff that are not included in the list below.

Follow institution and manager recommendations for using this tool as part of the performance management process.

Reminder Emails

- **Define Criteria** – Seven (7) days prior to due date a reminder is sent to both employee and manager unless the step has been completed by both.
- **Checkpoint** – Seven (7) days prior to due date a reminder is sent to both employee and manager unless the step has been completed by both.
- **Finalize Criteria** – Seven (7) days prior to due date a reminder is sent to both employee and manager unless the step has been completed by both.
- **Participant Evaluation** – Thirty (30), fifteen (15) and seven (7) days prior if not completed.
- **Self-Evaluation** – Thirty (30), fifteen (15) and seven (7) days prior if not completed.
- **Manager Evaluation** – Thirty (30), fifteen (15) and seven (7) days prior if not completed.

Notification Emails to Managers

- Employee clicks *Ready for Manager Review* during Define Criteria step.
- Employee clicks *Share with Manager* during Checkpoint and Finalize Criteria steps.
- Employee clicks *Complete* during Self Evaluation step.
- Employee clicks *Acknowledge* as final step in evaluation process
- Nominated participant Accepts, Declines or Completes the Participant Evaluation.

Notification Emails to Employees

- Manager clicks *Share with Employee* during the Checkpoint, Finalize Criteria and Manager Evaluation steps.
- Manager reopens and sends back the Self Evaluation for employee revision.

Notification Emails to Nominated Employees

- Manager clicks *Submit Nominations*.
- Manager cancels a nomination.