

Performance Document Templates

Performance Document Templates		
Document Type	Template	Used By
Ad Hoc Review	Ad Hoc Performance Review	Most Manager/Raters
	Executive-Level Ad Hoc Review	Direct reports of agency Directors
	Modified Approval Ad Hoc	Manager/Raters at agencies with a less hierarchical structure
Annual Review	Annual Performance Review	Most Manager/Raters
	Executive-Level Annual Review	Direct reports of agency Directors
	Modified Approval Annual	Manager/Raters at agencies with a less hierarchical structure
Probationary Review	Probation Performance Review	Most Manager/Raters
	Modified Approval Probationary	Manager/Raters at agencies with a less hierarchical structure

Standard Review Workflow



Useful for agencies with a traditional structure

- Included in the following Document Types:
 - Annual Review
 - Probationary Review
 - Ad Hoc Review

Modified Approval Review Workflow



Useful for agencies with a less hierarchical structure

- Included in the following Document Types:
 - Annual Review
 - Probationary Review
 - Ad Hoc Review

Executive-Level Review Workflow

Manager/
Rater

Useful for the direct reports of agency Directors

- Included in the following Document Types:
 - Annual Review
 - Ad Hoc Review