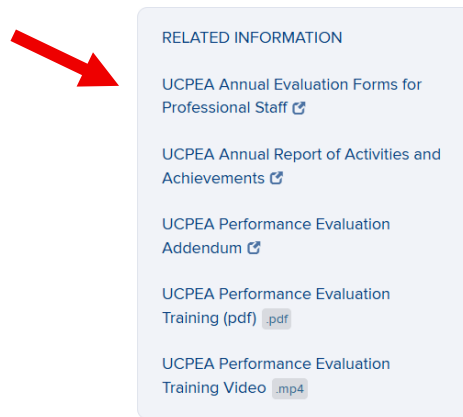


OVPR HR's Quick Guide to UCPEA Performance Evaluations

1. Go to <https://hr.uconn.edu/ucpea-performance-evaluations/> and fill out all sections.



2. Hit Submit (employee will not receive a copy of the evaluation at this time).
3. First Supervisor outside of UCPEA will review.
4. Supervisor receives a pdf copy of the form.
5. Meet with employee and review evaluation. Supervisors can make adjustments to eval after the meeting if warranted.
6. Go back into Quali form via the autogenerated email “[Review UCPEA Evaluation: Name](#)” and complete/sign the eval
7. Eval routes to employee for signature, they have 7 days to do so.

- 8.** Eval routes to First Supervisor Outside of UCPEA again for signature.
- 9.** At end of process, the employee, supervisor, and Manager receive a pdf copy of signed eval.