Follow the instructions below to submit a performance review through DocuSign. Remember to double-check email addresses for yourself, the employee, and your supervisor. The system does not identify typos in email addresses.

1. Visit [DocuSign PowerForm Performance Review Form](https://powerforms.docusign.net/da62150a-f8d0-4c33-b053-1c435487cdbd?env=na3-eu1&acct=6c86146e-eb74-4715-93d9-b5f39e4db265).
2. Under “Supervisor,” input your name and email address
3. Under “Employee,” input the name and email address of the employee whose performance review you are signing (be sure to double check accuracy – the system will not catch mistakes).
4. Under “Next Level Supervisor,” input the name and email address of **YOUR** supervisor.
5. Click the yellow “Begin Signing” box at the bottom of the page.
6. You will connect to the next screen, which states, “Please Review & Act on these Documents.” Click on the yellow “Continue” box.
7. Fill out the form with information about the employee you are reviewing.
8. Attach a PDF of the completed performance review by clicking on the peach-colored box with the arrow and paper clip icon. Confirm the correct attachment uploaded by scrolling down on the page.
9. Click the yellow “Finish” button at the top of the page.
10. You will receive a confirmation, with a copy of the form, in your email.
11. Your employee will be sent an email letting them know that they have a document to review and sign. They should click on the yellow “Review Documents” box in the email.
12. The employee should follow the prompts in DocuSign to sign the form, then click on the yellow “Finish” box. This will finish their portion of the task, and they will get an email confirming that also gives them access to view the document.
13. You will then receive an email asking you to sign. Follow the prompts in the email/DocuSign form and click the yellow “Finish” box. This will finish your portion of the task, and you will get a confirmation email.
14. The task is then routed to your supervisor. They should follow the prompts to complete the form and click “Finish.” They will also receive a confirmation email.
15. When your supervisor has completed their signature, HR is automatically sent the form with all three signatures. HR will add it to the employee’s electronic file for future reference. **You do not need to send the form to HR.**