Performance Review Flowchart

START HERE
Is the employee a new employee?

Yes →

Does the employee have a completed review that has not been entered in SEMA4?

Yes

Follow the Complete a Review on a Placeholder Row Steps

No

Follow the Placeholder Steps

No →

Does the employee have review data in the Performance Review Page of SEMA4?

Yes

Is there a Placeholder already in the Performance Review Page in SEMA4?

Yes

Follow the Complete a Review on a Placeholder Row Steps

No

Add a new row and then follow the Complete a Review on a Placeholder Row Steps starting at step 2 under the Employee Review tab.

No

Edit the first row by following the Complete a Review on a Placeholder Row Steps starting at step 2.

ALWAYS COMPLETE A PLACEHOLDER ROW AFTER ADDING REVIEW INFORMATION.