Non-Civil Service Open Door Review Process Flow Revised August 4, 2022 **Department** Indirect Human **Employee** Manager **CMO** Director Manager Resources Start **Civil Service Civil Service** Appeal Employee? Process NO Appraisal Review Request Form Filed within 10 Non-Civil Service Working Days? YES NO Initiate Is Employee **Open Door** Scheduling Letter an Executive? **Appraisal Review** YES **Initiate Response** Initiate **Open Door** Memo Sche duling Letter Appraisal Review Initiate Response Memo Did rating change? Initiate YES **Merit Process** Did rating change? NO NO