

PROCESS & TIMELINE GUIDE TO PERFORMANCE MANAGEMENT- CY 2017

The timeline below is a suggested schedule from Human Resources. Our primary focus will be the final due date of February 23rd. Supervisors may change the dates within the schedule based on various needs of the department.

Step & Timeline	Action Description	Responsible Party
Supervisor Initiates Plan <i>January 19, 2018</i>	Each supervisor is responsible for initiating the evaluation process by logging in to PeopleAdmin and completing the prepared plan. (Ensure that evaluation period goals are in the prepared plan.)	Direct Supervisor
Self Evaluation (Optional) <i>January 26, 2018</i>	The self-evaluation is an optional step in the system. Departments should communicate to employees if this step needs to be completed. This step provides each employee an opportunity to share their opinion of their past year's performance and rate themselves in each of the evaluation competency areas, including the goals.	Employee
Supervisor Evaluation <i>February 2, 2018</i>	The supervisor evaluation includes the same information as the self-evaluation and must be completed by the supervisor.	Direct Supervisor
Reviewing Officer Approval <i>February 9, 2018</i>	The next level supervisor of the direct supervisor will review the self-evaluation, if completed, and the supervisor's evaluation of the employee. In this step, the reviewing officer will be given an opportunity to approve the evaluation or send it back to the direct supervisor for additional thought or revision. The reviewing officer cannot make changes to the evaluation, but can enter comments recommending changes to the direct	Next Level Supervisor of the Direct Supervisor

	<p>supervisor. Once final updates are made by the direct supervisor, if applicable, the reviewing officer must approve the evaluation before the next step in the process will be available.</p>	
<p>Supervisor Employee Conversation <i>February 16, 2018</i></p>	<p>Once the reviewing officer has approved the evaluation, the supervisor and employee should meet to review the evaluation in its entirety. When this action has been completed, the supervisor will acknowledge this meeting in the system. (Supervisor may have a discussion with the employee about future goals prior to finalizing the evaluation in the system)</p>	<p>Direct Supervisor and Employee</p>
<p>Employee Acknowledgment <i>February 23, 2018</i></p>	<p>The employee will take the final step to complete the evaluation. In this step, there is a final opportunity for the employee to make a comment. Please note that the employee acknowledgement does not signify agreement to the evaluation and its content. The acknowledgement confirms that the employee has been made aware of the evaluation and its content. Once this step has been completed, the evaluation can not be changed without the employee's awareness.</p>	<p>Employee</p>