

Performance Evaluation Cycle

Here is a brief overview of the steps, which are described in detail in the following sections of this guide.

| PLAN | Timing | Responsible Party |
|---|--|---------------------------------------|
| Schedule Performance Evaluation Meeting | 3 weeks before meeting REMEMBER: End of evaluation cycle is April 30 for classified employees and May 31 for professional employees | Supervisor |
| Provide a Self-Assessment form, a copy of Goals and Performance Indicators (Metrics) for the review period, and a copy of the current Job Description to employee | 3 weeks before meeting | Supervisor |
| Complete Self-Assessment form and submit to supervisor (optional) | 2 weeks before meeting | Employee |
| Review Self-Assessment form received | 1-2 weeks before meeting | Supervisor |
| Prepare draft of Performance Evaluation | 1-2 weeks before meeting | Supervisor |
| Review current Job Description and note any possible updates and/or changes | 1-2 weeks before meeting | Employee and Supervisor independently |
| COACH | Timing | Responsible Party |
| Coach and provide feedback to employees about their performance | Throughout the year | Supervisor |
| Address any performance issues | Throughout the year | Supervisor |
| REVIEW | Timing | Responsible Party |
| Conduct Performance Evaluation Meeting | Classified Employees: No later than May 31 Professional Employees: No later than June 30 | Employee and Supervisor |
| Submit signed final copy of Performance Evaluation with attached reviewed Job Description to Human Resources for inclusion in employee's personnel file | Upon completion of Performance Evaluation Meeting | Supervisor |
| Provide a written response or rebuttal (optional) | Within one week of Performance Evaluation | Employee |
| Provide electronic copies to both the employee and supervisor | Upon receipt | Human Resources |
| PRAISE | Timing | Responsible Party |
| Reward performance through praise and recognition, challenging work assignments, professional growth and development, and possibly promotions (consult HR) | Throughout the year | Supervisor |
| SUPPORT | Timing | Responsible Party |
| Provide timely updates regarding progress of goal attainment | Throughout the year | Employee |
| Provide support and feedback regarding progress of goal attainment (inquire if needed) | Throughout the year | Supervisor |