

TIMETABLE

APRIL – MAY

Identify Performance Standards and Responsibilities

At a preliminary meeting with each employee, the supervisor and the employee should review and revise the job description and discuss goals and expectations and identify work and personal development goals and training needs. The *Goal Setting Form* should also be completed and signed by the employee and the supervisor.

JUNE – JANUARY

Gather Accurate Performance Data

This phase involves the ongoing observation of employee performance. The supervisor may use the *Performance Log*. During this time, informal discussions of performance should occur between the employee and supervisor. Discussions may involve issues related to performance and progress toward fulfilling individual and team action plans.

FEBRUARY – MARCH

Write the Evaluation

Supervisors should complete the *Review Form for Academic Professional and Exempt Civil Service Employees* or the *Review Form for Non-Exempt Civil Service Employees* as appropriate. The supervisor should also remind the employee that he/she may complete and return the *Optional Employee Worksheet*.

Hold the Evaluation Meeting

The supervisor should meet individually with each employee to discuss his/her evaluation. This discussion should also include the *Optional Employee Worksheet* (if the employee has completed his/her form) and progress toward completing action plans. The supervisor and the employee should complete a *Goal Setting Form* for the next evaluation year.

Follow Up

Within one week of the evaluation meeting, the employee must review and sign the completed evaluation form. Each employee must receive a copy of his/her signed form. The original form should be given to the employee's supervisor.