**FY19 Timeline for Performance Evaluations (blank due dates to be completed by supervisor):**

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| **Due Date** | **Task** |
|  | Supervisor and employee agree which 4 factors to rate (in addition to factors 1 and 2) and which goals from previous year to include on appraisal. |
|  | Supervisor will provide the General Input Form to a cross-section of 4 employees in the department or other areas in the College who have insight on the employee’s performance. If you are asked to complete the form on behalf of an employee, please do so within one week of the request. Once completed, forms should be returned directly to the supervisor. |
|  | Employee completes their portion of the appraisal, including the goals section. |
|  | Employee forwards completed appraisal to supervisor, and attaches job description from previous year. |
|  | Supervisor completes Supervisory Comments and Examples. |
|  | Supervisor sets evaluation meeting with employee (giving at least 3 workdays notice). |
|  | Employee and supervisor meet to discuss evaluation, review goals, and discuss initiatives for the upcoming year. |
| 4/8/19 | Final signed copy is attached to job description (identifying any changes) and forwarded to Dean’s office. |
| 4/8/19 | Employee is given a copy of signed, final evaluation. |