**Timeline for Performance Evaluations (blanks 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. |
|  | **Optional:** either supervisor or employee may handout the General Input Form to anyone who may have insight on their performance. Once completed, forms should be given directly to 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. |
| 3/15/18 | Supervisor sets meeting with College HR to discuss appraisal and set numerical ratings. |
|  | 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. |
| 4/1/18 | Final signed copy is attached to job description (with any necessary corrections) and forwarded to Dean’s office. |
| 4/1/18 | Employee is given a copy of signed, final evaluation. |