



Category
PERFORMANCE APPRAISAL PLANNING CALENDAR FOR ADMINISTRATIVE & SUPPORT STAFF – 5:10:11:00
Approval
Leadership Council Approved: July 28, 2017
Effective Date/Approved: July 28, 2017
Revised: August 1, 2007; July 28, 2017; editorial update February 12, 2018
Responsible Party: Executive Director of Human Resources

I. PURPOSE

The Human Resources Office is responsible for coordinating the performance appraisal process. All steps are taken in cooperation with the supervisor, appropriate vice president, and the President.

II. ANNUAL PERFORMANCE APPRAISAL

Completion Date	Activity
First week in March	Human Resources distributes evaluation forms to supervisor and input forms to employees
First week in April (Optional)	Employees submit goals and objectives to their supervisors using the review input form
Month of April	Supervisors complete evaluations and meet with each employee to discuss appraisal
May 1st	All evaluations are submitted to vice presidents for review
May 15th	All evaluations are submitted to the President for review
Month of October	Supervisors meet with those employees who need follow-up based on their annual evaluation

Special exceptions to annual review will be considered for individuals who are currently still in or have just completed review for their probationary period.

III. PROBATIONARY PERFORMANCE APPRAISAL

Completion Date	Activity
Probationary Period 6 months from date of hire	Human Resources distributes evaluation forms to supervisors and input form to employees

Note: Performance appraisal exceptions will be considered for individuals who are still within their probationary period.