



## ***ANNUAL NON-FACULTY EMPLOYEE RECOMMENDED PERFORMANCE REVIEW TIMELINE***

### **PERFORMANCE MANAGEMENT RECOMMENDED TIMELINE**

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Supervisors should engage in on-going communication such as; regular meetings, discussions, weekly email updates, etc. with employees to have continued awareness of the individual's performance, goal completion, necessary changes to the goals, recognize employee's achievements, address behavior or competency concerns, and for an overall greater understanding of the job requirements. The following is a timeline of key months for completing the annual performance review process.

#### **FEBRUARY**

- Supervisor should meet with peers and shared Director or next level supervisory position to establish common understanding of how to consistently apply the performance assessment ratings.
- Supervisor should meet with employee to review the position job description, address any changes or revisions, go over the annual review document to note specific job criteria added to the review, and provide the employee with the self-review document to complete and return; generally 2-4 weeks prior to the performance review discussion.

#### **MARCH**

- Supervisor should complete the annual performance review document.
- Supervisor will conduct the performance review with the employee, and together finalize the goals section. (March – April)

#### **APRIL**

- Supervisor should finalize the performance review document, conduct the review and finalize the goals section.
- All signatures should be acquired on the performance reviews and the original document submitted to Human Resources to file.
- Annual salary increases spreadsheets will be distributed for approval/signature by Human Resources to the area Vice President and should be returned to Human Resources.

#### **MAY**

- Any employee concerns regarding performance review content should be addressed between date of review given and mid-May within the area Vice President division.
- Final annual increase spreadsheets are provided to Payroll for loading from Human Resources.

#### **JUNE**

- Annual increases effective start of fiscal year unless otherwise communicated by the President.