

**TIME TABLE FOR THE COMPLETION OF PERFORMANCE EVALUATIONS FOR 2015**

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| January 15, 2016 | Forms posted on Human Resources website at <http://www.iue.edu/hr/staffevaluation.php>. |
| February 5, 2016 | All supervisors schedule meetings with staff for evaluations; must be scheduled at least two weeks ahead of time. |
| One week before scheduled meetings | Self-Evaluation Forms completed by employees if required by supervisor or at the option of the employee if not required. |
| February 8, 2016 – February 26, 2016 | Annual Evaluation meetings between supervisor and employees. |
| March 1, 2016 | All signed evaluation forms submitted to Reviewers by supervisors. |
| March 1, 2016 – March 10, 2016 | Reviewers look over the forms and meet with supervisors when there are questions. |
| March 11, 2016 | All completed evaluations are due to Human Resources where they will be reviewed by HR and put into employee personnel files. |

Evaluation forms have not changed from last year and are in Microsoft Word. Response limitations have been removed. The space will expand as you continue writing. Spell check should work in this format.