

**TIME TABLE FOR THE COMPLETION OF**

**PERFORMANCE EVALUATIONS FOR 2016-2017**

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| **December 2016** | Forms posted on Human Resources website at <http://www.iue.edu/hr/staffevaluation.php>. |
| **January 23, 2017** | 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 6, 2017 – February 28, 2017** | Annual Evaluation meetings between supervisor and employees. |
| **March 1, 2017** | All signed evaluation forms submitted to Reviewers by supervisors. |
| **March 1, 2017 – March 10, 2017** | Reviewers look over the forms and meet with supervisors when there are questions. |
| **March 13, 2017** | All completed evaluations are due to Human Resources where they will be reviewed by HR and put into employee personnel files. |
| **April 2017** | Supervisors schedule and hold first Quarterly meeting with employees. |
| **July 2017** | Supervisors schedule and hold second Quarterly meeting with employees. |
| **October 2017** | Supervisors schedule and hold third Quarterly meeting with employees. |
| **November 2017** | Supervisors, department heads and employees receive an e-mail announcing the start of the appraisal process and a link to the appraisal forms. Training on the updated Performance Appraisal process will be held. |
| **November- December 2017** | Supervisors meet with each employee and discuss their job description. They will update the job description, as needed, to reflect any substantive changes to the key duties, responsibilities or requirements of the position. All final job descriptions (signed by employee, supervisor, and Vice Chancellor) should be sent to the Office of Human Resources. |