

# Performance Review Process Workflow & Timelines

Modified August 2013

## JUNE - AUGUST

### Beginning of the Review Process.

Employee and Supervisor collaboratively set expectations and goals *for the coming year.*

These are documented into the online review form. Either the supervisor or employee may begin

Regular, formal & informal discussions take place throughout the year and may be documented at any time.

Employee

Immediate Supervisor

**Mid-Year Reviews:** It is highly recommended that you have a formal, documented mid-year discussion to clarify progress and targets for the end of the year.

## By mid-JULY

FOR YEAR END

Employee completes year end self-evaluation\* & sends to Immediate Supervisor

Employee

Immediate Supervisor

## By mid-AUGUST

Immediate Supervisor documents year end assessment & shares with the Employee in a 1:1 face to face meeting.

Immediate Supervisor

Employee

**\*Note:** Self-evaluations are generally recommended but “optional” from HR perspective. This is dependent upon supervisor and/or departmental policy.

## By end of AUGUST

As a result of the conversation, any final comments are made on the form and the **Immediate Supervisor** sends the Year End Review to **Human Resources**

Immediate Supervisor

Human Resources

Employee automatically receives a copy

## End-of-Year Guidelines and Deadline

**Mid- July** - Employee self-evaluation due (“optional”, dependent upon supervisor and/or departmental policy)

**End of July** - Supervisor comments and feedback due

**Mid- August** - Face-to-face discussion deadline

**August 31st - Deadline** for submission to HR, complete with any final edits and comments by employee or supervisor.

### ★ PLEASE NOTE:

Supervisors can ask the Reviewing Authority (his or her supervisor) to view an Employees’ review at any time throughout the review period. It is expected that the Reviewing Authority will be consulted on any review that is exceptionally high or exceptionally low.