**EHRA PERFORMANCE APPRAISAL TIMELINE**

In order to meet University guidelines regarding annual performance reviews, all completed personnel appraisal documents should be submitted to Freda McClain in the Library Personnel Office (CB#3932) by

**Friday, June 30, 2017.**

**PROPOSED TIMELINE**

**May 19, 2017**

[ ]  Employee completes the Employee Self-Assessment and sends to the supervisor

**June 2, 2017**

[ ]  Supervisor completes Personnel Evaluation Form, gives a copy to the employee for review

[ ]  Supervisor completes Position Description Form, gives a copy to the employee for review

[ ]  Supervisor and employee review and discuss the position description, the past year’s performance as reviewed in the Personnel Evaluation Form, goals for the coming year, and individual development plan

**June 16, 2017**

[ ]  Supervisor and employee sign a final copy of the Personnel Evaluation Form

[ ]  Supervisor sends all documentation (completed Position Description Form, Personnel Evaluation Form, and Employee Self-Assessment) to the Department Head and AUL for review, comment, and signature

[ ]  Final discussions scheduled as needed

**All documents signed and submitted to Library Personnel Office by Friday, June 30, 2017**.