**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**.