**EHRA PERFORMANCE EVALUATION TIMELINE**

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

**Monday, July 23, 2018.**

**PROPOSED TIMELINE**

**Monday, May 21, 2018**

[ ]  Employee sends draft performance goals for the coming year to the supervisor and 2nd level supervisor for review

**Friday, June 8, 2018**

[ ]  Employee completes the EHRA Employee Self-Assessment and sends to the supervisor and 2nd level supervisor for review

**Friday, July 13, 2018**

[ ]  Supervisor completes EHRA Evaluation Form (with 2nd level supervisor input) and gives a copy to the employee for review

[ ]  If the principal responsibilities of the position have changed over the last year, supervisor completes Position Description Form and gives a copy to the employee for review. Please also consult with Library HR.

[ ]  Supervisor and employee review and discuss the position description, the past year’s performance as reviewed in the EHRA Evaluation Form, finalize goals for the coming year, and discuss opportunities for growth

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

**Friday, July 20, 2018**

[ ]  Supervisor sends the EHRA Evaluation Form to the 2nd level supervisor for final signature

**Monday, July 23, 2018**

[ ]  **All signed documents must be submitted to the Library HR Office.**