

Performance Appraisal Timeline

Performance Appraisal Process Opens	March 15 th , 2017	
Employee writes their self-appraisal (Pre-Requisite)	March 15 th to April 30 th	Recommended Timeline*
Manager drafts appraisal for each employee and submits	May 1 st to May 31 st	
Manager's manager approves appraisal		
Manager discusses appraisal with employee	June 1 st to June 30 th	
Manager finalizes the appraisal after meeting with employee	July 1 st to July 9 th	
Employee submits post-review comments, affirms receipt		
Manager reviews employee comments and finalizes the process	July 10 th to July 14 th	
Performance Appraisal Process Closes	July 15 th , 2017	

*Outside of the open and close dates, units may adopt an alternative timeline to meet their unique needs.