

## Management Team Performance Appraisal Timelines

*Evaluation Period – October 1, 2017 through September 30, 2018*

TIMELINES	PROCESS TO BE COMPLETED
By September 11, 2018	Instructions sent to appropriate supervisor from Human Resources.
By September 25, 2018	Goals and objectives for the coming year are established by supervisor and employee.  Survey Group members are determined by supervisor and employee, if applicable.
By October 3, 2018	Evaluations are sent to Survey Group members and supervisor begins to evaluate appropriate managers/supervisors, if applicable.
By October 31, 2018	Supervisor reviews and summarizes Survey Group evaluations and completes evaluations for appropriate managers/supervisors.
By November 28, 2018	Supervisor and employee discuss evaluation and sign-off.
By December 5, 2018	Supervisor routes evaluation to appropriate administrators for signature.
By December 14, 2018	Evaluations are sent to Human Resources.

If an evaluation is not received by:

**December 21, 2018**

An e-mail reminder will be sent to Supervisor,  
and cc: Cabinet Administrator

**January 14, 2019**

List of incomplete evaluations will be sent to  
Superintendent/President and cc: Cabinet Administrator