

# APPRAISAL PROCESS TIMELINE

- OCTOBER 15-26 EMPLOYEE FILLS OUT A SELF-APPRAISAL
  - *Deadline to submit to supervisor: October 26*
- SUPERVISOR REVIEWS EMPLOYEE'S SELF-APPRAISAL
- SUPERVISOR SEEKS INPUT FROM ADDITIONAL SOURCES
  - CO-WORKERS
  - FIELD SUPERVISOR
- SUPERVISOR COMPLETES APPRAISAL AND GIVES A COPY TO THE EMPLOYEE PRIOR TO THEIR MEETING
- NOV 1-DEC 7 SUPERVISOR MEETS WITH EMPLOYEE FOR APPRAISAL DISCUSSION
- DEC 10- DEC 28 SUPERVISOR FINALIZES APPRAISAL
- DEC 31-JAN 4 FINAL APPROVAL FROM ADMINISTRATION
- JAN 7 PAY FOR PERFORMANCE INCREASES SUBMITTED TO PAYROLL