

## 2005/2006 Performance Appraisal Cycle Key Dates

**April 30, 2006** – Appraisal period ending date for all personnel

### April 2006 Actions

• Supervisors review <b>2005-2006</b> expectations being evaluated; include changes made at mid-year.
• Supervisors request standard and matrixed Work for Others (WFOs) input, if needed
• Customers write standard WFOs as needed or requested; functional supervisors begin preparing matrixed WFO
• Employees write Self-Assessments
• Supervisors prepare <b>2006-2007</b> (new year expectations)

### May 2006 Actions

<b>May 1, 2006</b>	Supervisors deliver new-year expectations to employees.
<b>May 8, 2006</b>	Promotion/equity adjustment documentation packages due to Div Office (Val James, CEBAF C225) via Department Heads.
<b>May 13, 2006</b>	All WFOs due to supervisor
<b>May 15, 2006</b>	All self-assessments due to supervisor

### June 2006 Actions

<b>June 12, 2006</b>	<b>*Appraisals (including matrixed WFOs)</b> for 2005-2006 <b>AND <u>new expectations</u></b> for 2006-2007 completed. Includes: <ul style="list-style-type: none"><li>• Supervisor, next level reviewer signatures and Department Head initials. If Department Head is next level reviewer, he will sign the appraisal.</li><li>• Department Heads forward appraisals/expectations <b>without employee signature</b> to Div Office (Val James, CEBAF C225)</li><li>• Div Office ensures all evals and expectations have been reviewed by HR and then signed by AD</li></ul> <b>PLEASE DO NOT HOLD APPRAISALS, FORWARD AS YOU COMPLETE THEM!</b>
<b>June 12, 2006</b>	Last day all appraisals and expectations ( <b><u>signed up to next level reviewer/dept head</u></b> ) are due to HR for review.
<b>June 16, 2006</b>	Division Peer Review (CEBAF L102/104)
<b>June 20, 2006</b>	Supervisors receive evals and begin review w/employees (employees sign appraisal/expectations) <ul style="list-style-type: none"><li>• After employee signature, admin support forwards original to HR, 2 copies to div office, 2 copies to supervisor (one for employee; one for supervisor)</li></ul>
<b>July 14, 2006</b>	FINAL DATE for all appraisals to be signed by employee and forwarded to HR (Appraisals can be forwarded prior to this date if completed.)

**\*NOTE: New supervisors not writing the appraisal, should forward a copy of the expectations to supervisor writing appraisal.**

**REMINDER:** An appraisal tracking database is updated by admin support staff so please be sure to route all appraisals through your admin support. This database generates status reports for management staff and HR.