

2008 Performance Review Timeline

	<u>Task Name</u>	<u>Start</u>	<u>Finish</u>
1	All staff communication on Performance Review	Week of 7/7/2008	
2	Training sessions	7/28/2008	8/1/2008
3	Supervisors activate performance evaluations for employees	8/4/2008	8/8/2008
*	Once activated employees complete self evaluations and submit to supervisors	Week of 8/4/2008 - 8/16/2008	
4*	If appropriate, Home Unit Supervisor notifies Matrixed Supervisor or Service Provider to complete a Matrixed Employee Evaluation Form <i>Process is automated & will be captured on line in the appraisal system this year</i>	Week of 8/4/2008	
5*	Matrixed Supervisor or Service Provider completes their portion of the form and forward it to the Home Supervisor	8/4/2008	8/11/2008
*	Supervisors complete draft evaluations and meet with employee to review employee self assessments & discuss FY '09 goals	8/25/2008	9/8/2008
6 *	1:1 discussions with next level supervisor to review evaluations & proposed ratings, except those who directly report to Division Head	8/25/2008	9/12/2008
7	Following next level supervisor discussion, evaluations are sent to Division Head for Calibration Review	9/15/2008	
8	Calibration Review with Division Head & Direct Reports	9/15/2008	9/19/2008
	Once Calibration is complete, Division Head forwards to HR	9/15/2008	9/19/2008
9	HR Reviews performance evaluations, then release to Supervisors for delivery	9/22/2008	9/28/2008
10	Supervisors meet with employees to deliver evaluations	9/29/2008	10/10/2008
11	All evaluations must be completed and signed	10/13/2008	

* These activities can run concurrently or may overlap