



**Supervisor**

7/1 – 9/30

- At beginning of performance year
- Create performance plan (goals and expectations for the employee)
- May sign prior to submitting to second level evaluator, or upon return from second level evaluator, or at meeting with employee

**Second Level Evaluator**

Approve by 9/30

\*Sign before employee

- Review Performance Plan
- Provide signature approval of supervisor's plan by 9/30
- **Must** sign prior to supervisor's meeting with employee

**Session with Employee**

by 9/30

- Meet/discuss performance evaluation with employee by 9/30
- Obtain employee signature by 9/30
- Provide a copy of the performance plan to employee