



Supervisor

7/1 – 8/31

- After performance year ends
- Create performance evaluation (rate on performance plan)
- May sign prior to submitting to second level evaluator or after or at meeting with employee

Second Level Evaluator

Approve by 8/31

*Sign before employee

- Review Performance Evaluation
- Provide signature approval of supervisor's plan by 8/31
- Must sign prior to supervisor's meeting with employee

Session with Employee

by 8/31

- Meet/discuss performance evaluation with employee by 8/31
- Obtain employee signature by 8/31
- Provide a copy of the performance evaluation to employee