

2023 MANAGERIAL EVALUATION CALENDAR

1. HR will initiate the evaluation process in Workday (Week of April 1st)

2. Employee completes self-evaluation (April 1 – April 19)

- **Employee** completes Self-Evaluation component of the performance review.
- Upon submission of complete Self-Evaluations, the review will route to the employee's immediate supervisor.

3. Supervisor completes Manager evaluation (April 22 – May 31)

- **Supervisors** will complete a review of their direct report's performance.
 - While supervisors should review/consider their direct report's Self-Evaluation submission, all ratings should be based on an objective assessment of the employee's performance during the review period on the competencies and outcomes being measured.
 - Supervisors should utilize the Summary sections of the review to include comments for any ratings below Meets Expectations. Comments for ratings of Meets or Exceeds Expectations may be included at the supervisor's discretion.
- Upon submission of completed reviews, they will route to the applicable vice president and/or senior vice president within the employee's management chain.

4. Senior management review (June 3 – June 27)

- While the evaluation is routed to the vice president or senior vice president for approval within the system, supervisors are encouraged to discuss the evaluation content with their management team.
- Vice president and senior vice presidents should complete the required approvals in Workday to move the review forward.

5. Evaluation delivery & Employee acknowledgement (July 1 – July 25)

- After review and approval from senior management, the evaluation will return to the supervisor for delivery to the employee. Supervisors should meet with the employee to review the evaluation and any significant feedback.
- At the time of discussion, or immediately thereafter, the supervisor should complete the acknowledgement in the system to confirm delivery and return the review to the employee.
- Following delivery meeting, the employee may choose to acknowledge the evaluation with or without comments in Workday to confirm receipt and complete the process.
- Evaluations will remain incomplete in the system if they do not successfully complete each step. Please reach out to HR with questions on any steps of the process.

All evaluations are to be completed in full by July 25, 2024
