

2022-2023 Staff Performance Evaluation Timeline

Date	Staff Performance Evaluation Activities
Extended cycle to a 15 month cycle: June 1, 2022 – August 31, 2023	
September 15, 2023 - September 29, 2023	<ul style="list-style-type: none"> ▪ Supervisor/Employee Training* ▪ Self-Appraisals entered by employees (1st level supervisors may begin evaluations as soon as Self-Appraisals are complete)
October 2 – October 16, 2023	<ul style="list-style-type: none"> ▪ Performance Evaluations entered by 1st level supervisors (2nd level supervisors may begin approval as soon as evaluations are entered)
October 17 – October 23, 2023	<ul style="list-style-type: none"> ▪ Performance Evaluations reviewed and approved by 2nd level supervisors
October 24 – November 3, 2023	<ul style="list-style-type: none"> ▪ Performance Evaluation meetings with employees

Notes:

* Training will be available September 15, 2023

Supervisors will complete a performance evaluation for all regular full-time and regular part-time staff employees hired prior to July 1, 2023