

**TIME TABLE FOR THE COMPLETION OF PERFORMANCE EVALUATIONS FOR 2013**

|  |  |
| --- | --- |
| Tuesday, January 07, 2014 | New forms posted on Human Resources website at [www.iue.edu/hr](http://www.iue.edu/hr). |
| Friday, January 24, 2014 | All supervisors schedule meetings with staff for evaluations; must be scheduled at least 2 weeks ahead of time. |
| One week before scheduled meetings | Self-Evaluation Forms completed by employees if required by supervisor or at the option of the employee if not required. |
| January 27 through February 21, 2014 | Annual Evaluation meetings between supervisor and employees. |
| Monday, February 24, 2014 | All signed evaluation forms submitted to Reviewers by supervisors. |
| February 24 thru March 7, 2014 | Reviewers look over the forms and meet with supervisors when there are questions. |
| Monday, March 10, 2014 | All completed evaluations are due to Human Resources where they will be reviewed by HR and put into employee personnel files. |

Evaluation forms have not changed from last year and are in Microsoft Word. Response limitations have been removed. The space will expand as you continue writing. Spell check should work in this format.

The Development category at the end has been expanded to allow the supervisors to list areas of needed improvement and/or specific performance expectations for 2014.