

### Administrative Employees' Objectives & Performance Evaluation Critical Path – 2019-20

Process Step		Due Date										
		Jun 1	Jun 15	Jun 17	Jun 19	Jul 7	Jul 10	Jul 17	Jul 31	Aug 31	Sep 30	Dec 11
1	Administrators document final results against their objectives for 2019-20 on the Performance Objectives and Evaluation (POE) form and submit to their Manager	X										
2	Managers review employee submission; document final results and proposed performance rating; send by email to HR (Michelle Bozec)		X									
3	HR compiles proposed performance ratings on a master spreadsheet for SMT calibration meeting			X								
4	SMT "calibration meeting" to discuss and finalize individual performance ratings				X							
5	Managers meet with Administrators to review and discuss final results and performance rating; discuss PD plan for upcoming year; arrange for signatures on the POE form					X						
6	Manager forwards, by email, the signed POE form to HR (Michelle Bozec)						X					
7	Administrators complete performance evaluations for the 2019/20 year for full-time support staff direct reports; send by email to HR (Michelle Bozec)						X	X	X	X	X	
8	Administrators submit draft 2020/21 objectives, using the POE form, to their Manager							X				
9	Managers meet with Administrators to finalize 2020/21 objectives and PD plan								X			
10	Administrators develop 2020/21 objectives and PD plan for full-time support staff direct reports									X	X	
11	Administrator and manager complete 2020/21 mid-year evaluations											X

- Administrators are responsible for initiating and updating the Performance Objective and Evaluation (PEO) form and completing performance evaluations for all full-time support staff and probationary faculty direct reports. Compensation adjustments, if applicable, are not processed until these evaluations are completed.
- Managers of Administrators are responsible for completing mid-year and final performance evaluations, obtaining signatures, and submitting to HR for compensation processing, if applicable, and filing.