**Leader Performance Evaluation Process & Timeline - 2018**

Leader considers previously established Objectives and core work

**April 3**

Please ensure all signatures are on the final evaluation document submitted for compensation processing.

If you did not set formal objectives, consider the areas of your work that demanded your time and results of that effort.

Above, Exceptional OR unsatisfactory

**NO**

Send to HR-OD Lead for President’s review & approval

Approved?

**June 11**

**YES**

**June 15**

Leader Evaluation sent to HR for compensation processing

**June 8**

**May 28**

**May 18**

**May 11**

**April 25**

Satisfactory

Manager meets with Leader to discuss evaluation & development plan

Rating?

Manager sends to relevant ELT member for signature

Manager reviews/writes evaluation for each objective & assigns overall rating

Leader writes review of progress against objectives