

2017 Performance Evaluation Pilot Timeline

Mid-November - December 31, 2017

- Employees enter 2017 goals into the system

January 1, 2018

- Managers: unless your direct reports include US-UNM eligible members, whether or not self-evaluations are required of your employees is at your (or your departments') discretion.
- Managers will be notified via email when a direct report completes the self-evaluation.
- Managers can access and begin the evaluation process for employees at any time after January 5, 2018.

February 2018

- Managers complete employee evaluation(s), schedule and conduct one-on-one meetings to review the evaluation during this time. Keep in mind that you don't have to have the evaluation completed to schedule the meeting! Get these meetings on the calendar early to avoid having to do them all at once.

March 1st, 2018

- Final deadline for submitting completed online review to HR.