

# 2017 Performance Evaluation Process Timeline

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**November** - Employee begins self-evaluation (optional\*)

**December** - Employee completes self-evaluation (optional\*)

**January** - Manager begins completing performance evaluation form/s and schedules review meetings with individual employees

**February** - Manager completes evaluation process and submits signed forms to the Division of Human Resources

**March 1st** - All performance evaluations are due to HR by 5:00 pm