TO: CALS Faculty and Staff
FROM: April Wood, Human Resources Manager
DATE: August 15, 2017

SUBJECT: 2017 STAFF PERFORMANCE EVALUATION TIMELINE

If you are a staff employee, supervisor or reviewer for a staff employee, please review the following CALS Staff Evaluation Timeline for 2017. **Staff evaluations are due October 16.** The timeline below is strictly meant as a helpful guide. It contains Friday dates to stay on target for completion of staff evaluations by or before the university deadline. Staff hired or rehired between October 25, 2016 and July 24, 2017 must receive either a performance evaluation or a P125 (paper) probationary review during this process. All classified and university staff must have an evaluation rating recorded with the state. The relevant state policy and instructions for navigating the online tool in HokieSpa are linked at the end of this document.

Performance plans list an employee’s goals for the review cycle, and are completed at the beginning of the review cycle, about November each year. Performance evaluations occur at the end of the review cycle and measure an employee’s success in meeting those goals. Be sure to access the correct menu in HokieSpa, as the two are easily confused. If an employee’s performance plan was not finalized, the system will not permit a self-evaluation to be started.

If you have any questions during the course of completion, please call or email me: 540/231-3003, AprilWood@vt.edu.

**August 18: Employees to start completing self-evaluations**

Employees must be given the opportunity to complete a self-assessment. The preferred method is through use of the online tool, HokieSpa. Employees have two weeks to complete and submit.

**September 1: Employee deadline to submit self-evaluation to supervisor**

**September 1: Supervisors to begin drafting evaluations**

Supervisors have received employee’s self-evaluations and notifications for those who do not want to self-evaluate. Supervisors will have two weeks to complete and submit evaluations to Reviewers.
September 15: Supervisor deadline to submit evaluations to Reviewer.

Supervisors should schedule employee evaluation meetings for September 29 – October 13. Do NOT share evaluations with employees yet; not until after senior management approval.

September 15: Reviewers to begin reviewing evaluations

Reviewers need adequate time to consider and process evaluations. Reviewers will have 2 weeks to review and have any necessary discussions with supervisors.

September 29: Reviewer deadline to approve evaluations

Once approved by Reviewers, evaluations must then be released in the system by Central HR. Only then will the supervisor be able to access an evaluation again. At that time, the status will be “Senior Management Approved”.

September 29: Supervisors to begin holding evaluation meetings with employees

Once the evaluation meetings with employees are complete, supervisors must be sure to send the evaluations to employees in the system for employee approval and ensure that this task is completed. Supervisors and employees will have two weeks for final review and approval.

October 13: CALS DEADLINE! This is the Friday before the university’s October 16 deadline. Have employees approve & submit evaluations in the system by Friday, October 13.

A performance evaluation is considered “done” when the employee selects: "I have received and reviewed my performance evaluation". That completes the evaluation process.

Within 30 days of receiving performance evaluations, staff employees must have a new performance plan for the coming performance review cycle, 2017-18.

REFERENCES

DHRM Policy 1.40 –Performance Planning and Evaluation