



**TO:** CALS Faculty and Staff  
**FROM:** April Wood, Human Resources Manager - CALS  
**DATE:** July 1, 2016  
**SUBJECT: 2016 STAFF PERFORMANCE EVALAUTION TIMELINE**

Please review the following CALS Staff Evaluation Timeline for 2016. This is meant as a guide and contains Friday dates to keep you on track for completion of staff evaluations by the university deadline of October 1, 2016. This is two weeks earlier than the usual deadline. Staff hired or rehired between October 25, 2015 and July 24, 2016 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, per state policy. Policy and instructions for navigating the online tool 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. Because of the number of steps involved, the start of the evaluation process begins over the summer before evaluations are due.

If an employee's performance plan was not finalized, the system will not permit a self-evaluation to be started. Please do not send performance plans to reviewers; only evaluations. The sooner your step is completed, the more time the next person will have to complete his or her step.

If you have any questions regarding administration of the performance evaluation process or have questions in the course of completing them, please call or email me: 540/231-3003, [AprilWood@vt.edu](mailto:AprilWood@vt.edu).

### **July 1: Employees to start completing self-evaluations**

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

### **July 29: Employee deadline to submit self-evaluation to supervisor**

### **July 29: 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 three weeks to complete and submit evaluations to Reviewers.

**August 19: Supervisor deadline to complete draft evaluations and submit to Reviewer.**

Supervisors should start scheduling employee evaluation meetings for September 2 – Sept 16.

**August 19: Reviewers to begin reviewing evaluations**

Reviewers need adequate time to consider and sign evaluations in agreement. Reviewers will have 2 weeks to consider evaluations, and have necessary discussions with supervisors.

**September 2: 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 2: Supervisors to begin holding evaluation meetings with employees**

Once the reviews with employees are complete, supervisors must be sure to send the evaluations to employees in the system. Supervisors will have two weeks to meet with employees.

**September 16: Supervisor goal to complete evaluation meetings with employees**

**September 16: Employees to begin reviewing and approving final evaluations in the system**

Employees will have 2 weeks to complete this step, which submits evaluations to Central HR. Acknowledgement does not imply agreement or waive rights to further discussion.

**September 30: The Friday before the October 1 deadline. Employees must approve & submit evaluations in the system.**

A performance evaluation is considered “received” by Central HR 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, 2016-17.

**REFERENCES**

[DHRM Policy 1.40 –Performance Planning and Evaluation](#)

Performance Evaluation Checklist for Supervisors: <http://www.cals.vt.edu/about/administration/human-resources/documents/evaluation-checklist-supervisors.pdf>

Performance Evaluation Checklist for Employees: <http://www.cals.vt.edu/about/administration/human-resources/documents/evaluation-checklist-employees.pdf>