

**Staff Performance Review
Calendar
July 1, 2010– June 30, 2011**

**July, 2010
(finalized by August 31)**

The planning stage between the employee and supervisor is completed and the performance review form is submitted to the President for his signature.

**December, 2010
(finalized by January 31)**

The mid-year progress review is completed. This is not optional.

March 4, 2011

The files of staff nominated for a top performance rating are submitted to the President's Office. The supervisor does not meet with the employee until all signatures have been obtained.

April 4, 2011

All other staff performance review forms with the overall performance rating are submitted to the President's Office. The supervisor does not meet with the employee until all signatures have been obtained.

April 22, 2011

All staff are informed of their overall performance review rating and the original PPE form and one copy are submitted to the HR Office.