Recommended Timeline for Completing Appraisal (Regular Status Employee)

Supervisor receives input from employee.

DH provides FINAL draft of performance appraisal, signs the form, and forwards to supervisor.

Performance appraisal form approved by HR and placed into employee's personnel file.

D1 D15 D30 D45 D60 D90

Supervisor completes DRAFT performance appraisal form and forwards to DH for review.

Supervisor meets with employee and discusses the form, employee signs form, supervisor retains copy and forwards signed performance appraisal form to HR.

DH receives notification from HR, forwards to supervisor, supervisor requests input from employee.

Recommend using Outlook Task or Perf App Calendar for scheduling this timeline in addition to the informal interim performance review.

Recommended Timeline for Completing Appraisal (Probationary Employee)

Complete 2nd Probation perf app

Complete 4th Probation perf app

D30 D90 D180 D270 D335

Complete 3rd Probation perf app

Complete 1st Probation perf app

5th Probation perf app due to HR

Recommend using Outlook Task or Perf App Calendar for scheduling this timeline.