

Performance Appraisal (PA) Timeline 2017
PA and other forms on the Student Affairs web site under Division Tools

Forms

Performance Appraisal

Performance Appraisal 2017 Timeline

Performance Review Matrices (Essential Functions/Responsibilities & for each Performance Role)

Timeline

May 22 – June 23	Employees review job descriptions for correctness and add bullets/short paragraph under the heading “Highlights/Accomplishments”
June 26 – July 21	All immediate supervisors complete Performance Appraisals on all exempt/non-exempt employees
July 31	Submit all PAs to Suzanne in VP’s office—hard copies w/signatures
August 11	Suzanne submits PAs to Human Resources

Sample Email Message for Immediate Supervisors to Send by May 22nd

“As we approach the time for your annual performance appraisal, I need your feedback to accurately assess your performance over the last year. Between now and June 23rd, please take some time, to:

- update your responsibilities in the **Essential Functions/Responsibilities** section under the *Description* heading for each responsibility listed;
- check that the **Percentage of Time** assigned to each responsibility is reflective of the time you actually spend in each area and that the total of all responsibilities equals 100%;
- add *Highlights/Accomplishments (written as brief bullet points or in a short paragraph)* under each responsibility to accurately inform me of your key accomplishments for this past year. If you have received any compliments/commendations regarding your performance, mention them here;
- add *Highlights/Accomplishments* under each **Performance Role**; and
- forward an email to me and let me know you have updated the review of your Performance Appraisal.

Your PA is in Box and is accessible by you and me only.

On the Student Affairs web site, <https://studentaffairs.usu.edu/divresources/index>, click on the tab “Division Tools” and under the **Annual Performance Docs** heading you will find: a blank template for your Performance Appraisal should you need it, the current Performance Appraisal timeline, and the matrices I use to evaluate your performance (note there are several). Thank you for your help in making this process an accurate reflection of your achievements over this past year.”

For questions, please contact Spencer Bitner at 7-3242, spencer.bitner@usu.edu or Suzanne Thorpe at 7-9250, Suzanne.thorpe@usu.edu or Donna Crow at 7-3588, donna.crow@usu.edu.