Office of the Vice President for Research

Performance Management Process

- Performance Plans initiated for current plan year: **Early November**
- Performance Plans in Approved status: **End of November**
- Ongoing Coaching and Feedback: Year Round
- Employee Input (Self-Evaluation): **Early August**
  - **Reviewer** submits Evaluation(s) to Budget Authority: **Mid-September**
  - Evaluation(s) returned to Supervisor for revisions, if necessary: **Early-September**
  - Evaluation(s) sent to Reviewer: **Early September**
  - Evaluation(s) returned to Supervisor for revisions, if necessary: **Early-September**
  - Reviewer submits Evaluation(s) to Budget Authority: **Mid-September**
- Evaluation Rating Finalized: **Mid-September**
- Senior Management approved: **Mid-September**
- Supervisor Meeting with Employee(s): **End of September**
- Evaluation(s) released to Employee(s): **End of September**
  - Employee(s) review then approve electronic Evaluation: **1st week in October**