

# Steps for Annual Evaluations – 2021

## Peer Review Forms [For Selected Departments Only]

- **Employee Selects Raters (2 weeks 8/16/21 through 8/30/21)**
  - Employee selects raters for peer review and forwards to manager. **NOTE:** Peer Review forms will move to the manager automatically on 8/30/21 even if raters are not selected.
- **Manager Reviews / Validates Selected Raters (2 weeks – 8/31/21 through 9/13/21)**
  - Manager assesses selection of raters from employee and adds additional raters. Sends forms to raters.
  - **NOTE:** Manager should not change a selection made by an employee unless involves extenuating circumstances (i.e. rater is not appropriate; rater has been selected extensively by other employees, etc.). If a manager deletes or changes a rater, he/she should discuss with the employee.
  - **NOTE: September 6<sup>th</sup> is Labor Day.**
- **Raters Complete Peer Review (4 weeks – 9/14/21 through 10/12/21)**
  - **October 12<sup>th</sup>** is the final date that selected raters can complete peer reviews.
  - Manager reviews and assesses the feedback to use in the performance review for employee.
- **Employee Self Evaluation Forms Launched (3 weeks – 8/31/21 through 9/20/21)**
  - Employee completes a self-evaluation and then forwards to Manager for the next step.
  - Employee has form until midnight on 9/20/21 at which point form moves automatically to manager (if not already sent).
  - **NOTE: September 6<sup>th</sup> is Labor Day.**
- **Manager Evaluation (10 weeks – 9/21/21 through 11/30/21)**
  - Manager receives Self-Review form. Manager can send form back to employee if employee failed to complete the self-review. **NOTE:** If form is returned to employee, the form will remain with the employee until sent back to the manager (System Administrator can move form if needed).
  - Manager evaluates performance of the employee (using Peer Review information, if applicable, employee self-review along with manager's assessment). Manager can send performance review for **"Get Feedback"** if needed (for matrix management or employee was managed by two supervisors during the year). Also, can send form for 2<sup>nd</sup> Level Manager/Director review/approval, if required.
- **2<sup>nd</sup> Level Manager Review, if applicable (Return to Primary Manager no later than 10/29/21)**
  - 2<sup>nd</sup> Level Manager/Director reviews manager's assessment of the employee. The 2<sup>nd</sup> Level Manager may make comments or just review and sign and send to the next step. If 2<sup>nd</sup> level manager disagrees with a rating or comment, he/she can return form to manager without approval for changes to be made.
- **Evaluation Feedback Discussion (Must be completed no later than 11/30/21)**
  - Manager meets with Employee to discuss performance, review and discuss evaluation form, develop goals/actions plans, as appropriate to plan performance for the next review period.
  - **NOTE: Thanksgiving Holiday is November 25<sup>th</sup> & 26<sup>th</sup>.** Managers may meet at any time with the employee once the performance review is completed.
- **Manager Signature (Must be completed no later than 11/30/21)**
  - Manager signs the form acknowledging all previous steps have been completed. Form moves to employee for signature at this stage.
- **Employee Signature (Must be completed no later than 11/30/21)**
  - Employee makes any final comments and signs the form.

**Note:** At any point in time, a form can be moved to the previous step; if completed before the deadline, forms can move forward to the next step. Managers can use "Get Feedback" to get additional feedback from other individuals who supervised the employee during the review cycle.

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### Employment Dates to Note

- Employees hired on or after 4/1/2021 will not receive a 2021 annual performance review.
- Employees hired between 4/1/2021 and 6/30/2021 will generally be provided a review using the probationary review form.
- Reviews for employees who transferred during the review period will be assigned to their current manager. Input from their prior manager can be sought using the "Get Feedback" option.