

FY17 Performance Evaluation Timeline

ePerformance

TASK	DUE DATE
Performance Evaluations Launch	May 16, 2017
Employee Self-Appraisal	May 26, 2017
Manager Writes Employee Appraisal(s) and Meets With Employees	August 4, 2017
Employee Comments & Sign-Off	August 11, 2017
Performance Evaluations Close	August 13, 2017

JeffSMART

TASK	DUE DATE
Performance Evaluations Launch	May 16, 2017
Employee Self-Appraisal	May 26, 2017
Manager Writes Employee Appraisal(s) and Meets With Employees	July 14, 2017
Employee Comments & Sign-Off	July 21, 2017
Manager Sign-Off	July 28, 2017
Second Level Manager Sign-Off	August 11, 2017
Performance Evaluations Close	August 13, 2017