

Loyola University Maryland – All Employee  
Performance Evaluation Timeline 2014

Activity	Due Date	Notes
Performance evaluation process opens	March 12, 2014	Supervisors begin writing evaluations and employees complete the self-evaluation.
Self-evaluations	March 19, 2014	Supervisors may require employees to complete self-evaluations. If not required, employees may submit paper self-evaluations by this date.
Supervisors complete evaluations and forward to the next level for final approval	April 4, 2014	Supervisors review employee self-evaluations. Supervisors finalize evaluations and set goals for the upcoming year.
2 <sup>nd</sup> level supervisor approval	April 25, 2014	Next level supervisors approve evaluations before evaluations are delivered to employees.
Performance discussions	May 16, 2014	Supervisors are expected to meet with employees to review the evaluations, discuss goals and respond to employee questions or concerns. Supervisors add comments if any to the form at this time.
Employees complete comments and electronically sign evaluations	May 21, 2014	Employees are not required to make comments on the evaluation, but are required to sign to acknowledge they received an evaluation.
Supervisors electronically sign evaluations	May 30, 2014	Supervisors finalize evaluations with their electronic signatures, and add additional comments if desired.

***Please note that any missed deadlines or delay in the process will compress the amount of time allotted for each remaining activity.***