

**Loyola University Maryland**  
**2022 Performance Evaluation Timeline**  
**Performance cycle for work performed 3/1/21-2/28/22**

<b>Date</b>	<b>Activity</b>	<b>Purpose</b>
February 9, 2022	Performance evaluation process opens	HRIS initiates the 2022 form
February 9, 2022 11:00AM-12:00PM	Online Software Refresher for Supervisors and Chairs	Performance Management and use of eAppraisal for supervisors
February 11, 2022 10:00-11:00AM	Online Software Refresher for Employees	Performance Management and use of eAppraisal for employees
February 14, 2022 2:00-3:00PM	Online Software Refresher for Supervisors and Chairs	Performance Management and use of eAppraisal for supervisors
February 16, 2022 2:00-3:00PM	Online Software Refresher for Employees	Performance Management and use of eAppraisal for employees
Due February 15, 2022	Supervisors will document goals	Goals that were completed and signed by the next level supervisor (for 3/1/2021 through 2/28/2022) will populate into the evaluation process for this evaluation period. If goals were not populated into this year's form, document 1-3 goals/objectives that were previously discussed throughout the review period. Talk to each employee, to let them know the goals you will include in this year's review.
Due February 18, 2022	<i>Optional:</i> Employee self-evaluation narratives completed	Optional self-evaluation narratives are due to supervisors no later than this date. Supervisors should forward self-evaluations to HR.
Due March 14, 2022	<i>Due date:</i> Supervisors will have completed evaluations for their employees and forwarded them to the next level for approval.	Supervisors review and finalize evaluations.
Due March 28, 2022	Next level supervisor approval completed.	Next level supervisors must review and approve evaluations before supervisors discuss with employees.
Completed by April 13, 2022	Performance Review Calibration	After 2 <sup>nd</sup> level review and before supervisors are authorized to have the conversation, all score data is compiled and analyzed by HR and reviewed with VPs.
Due April 29, 2022	Supervisors and employees meet for performance discussions.	After released from calibration, supervisors must meet with employees to review evaluations, discuss goals and respond to employee questions or concerns. Supervisors add final comments to the form at this time.
Due May 6, 2022	Employees complete comments and electronically sign evaluations.	Employees sign off on evaluations and have an opportunity to electronically add comments to their performance review if they choose to do so.
Due May 13, 2022	Supervisors electronically sign evaluations. Performance evaluation process closes.	Supervisors are not required to make final comments but must finalize evaluations with their electronic signatures.