


****AMMENDED** Performance Evaluations Timeline For Staff and Administrators
Loyola University Maryland**

Activities		January				February				March				April					
		10	17	24	31	7	14	21	28	6	13	20	27	3	10	17	24		
2021	Once employee submits, form goes to supervisor for their evaluation (on the same form as the self-evaluation). Supervisor completes evaluation and submits to the next level for review.																	Supervisor Completes 2020 Evaluations DUE: 4/9/20	
	Second level reviewers review evaluations and send back for additional information IF needed. Responsible for ensuring final draft is submitted in Halogen to the next step (NEW - HR Calibration) prior to calibration meeting.																	2nd Level Reviewer completes their review of evaluations DUE: 4/17/20	
	 PLEASE NOTE: After 2nd level review, the evaluations now come to HR for calibration as new step in the process. HR will notify departments when they are released from calibration. Supervisors should not review the evaluations with employees until they are notified of approval.																		
	HR reviews the performance reviews and conducts data analysis, providing information to senior leaders. HR meets with VPs/AVPs to review calibration materials. HR negotiates any changes to reviews with supervisors as needed.																		Calibration Conducted DUE: 4/24/20
	Once calibration is completed, HR releases reviews to the supervisors in Halogen. Supervisors are now authorized to have conversations with employees and forward the forms to them. Supervisors should also discuss new goals for 2021.																		
	Employee signs off on the 2020 performance evaluation and sends forward in Halogen.																		
	2021 GOAL SETTING Separate Form In Halogen DEADLINE: May 8, 2020																		
The 2021 form to capture goals will be a separate form this year. Supervisors should enter goals and/or go over the expectations for the upcoming performance year, discuss with the employee, then submit in Halogen.																			
Employees signs off on new goals/form in Halogen and submits.																			