

LOYOLA UNIVERSITY MARYLAND

— 1852 —

DATE:	January 31, 2025
TO:	Staff and Administrators
FROM:	Georgeann Burton, Director Compensation and HR Operations
CC:	Kristi Yowell, Chief People & Culture Officer/Associate Vice President Human
	Resources
SUBJECT:	Annual Performance Evaluation Process for Staff and Administrators

The performance evaluation process helps align employee contributions with the values, mission and goals of the University; and provides opportunity for supervisors and employees to discuss work progress, celebrate accomplishments, plan for growth and professional development, and set goals for the coming year.

Please note, this is the first year the evaluation process will be completed entirely in Workday. We appreciate your patience and understanding as we navigate this new process together. Training on completing evaluations in Workday will be offered to employees and supervisors. Please visit the training program website to register: <u>https://www.loyola.edu/department/hr/development/training</u>.

Annual Evaluation Period:

The performance evaluation covers the period from March 1, 2024, through February 28, 2025. **Employees hired on or after March 1, 2024, are included in the provisional evaluation process and therefore do not require an annual evaluation.**

<u>Timeline:</u>			
February 3, 2025	This year's performance management cycle opens.		
Through February 21, 2025	Employees complete their <u>required</u> self-evaluation in Workday no later than February 21 st .		
Through March 14, 2025	Supervisors complete performance reviews in Workday for each of their direct reports and set goals for the next review period.		
As received through March 28, 2025	Next level supervisors review and approve finalized evaluations.		
By April 25, 2025	HR completes calibration and provides data to VPs for their review. Supervisors may have performance conversations upon notification that the calibration step has been completed.		
Through May 23, 2025	Supervisors meet with their employees to discuss their evaluations. Employees have opportunity to add comments to their performance reviews in Workday, if they choose to do so. Employees and supervisors must review and submit the final evaluation in Workday to complete the process.		

Information that will be helpful to you with this process can be found on the Human Resources website: <u>https://www.loyola.edu/department/hr/compensation/performance</u>. If you need assistance with the performance evaluation process, please contact your HR business partner at ext. 2354.