**Performance Evaluation Timeline**

**Period to Complete Evaluations: March 1, 2022 – May 2, 2022**

**Performance Evaluation Period: January 1, 2021 – December 31, 2021**

**March 1, 2022 – March 20, 2022:**

* Employees complete their self-evaluations
* (Optional) Employees submit stakeholder feedback request form
* Managers review and approve list of stakeholders for their employees
* (Optional) Employees complete an upwards evaluation of their manager

**March 21, 2022 – April 10, 2022:**

* Managers review their employees’ self-evaluations
* Managers complete qualitative evaluations for each of their employees

**April 11, 2022 – April 28, 2022:**

* Employees review their manager’s comments on their self-evaluation, as well as the qualitative evaluation completed by their manager.
* Managers schedule meetings with employees to discuss their evaluations.
* Managers and employees meet to discuss the evaluations.
* After meeting and discussing the evaluations, employees and managers sign the evaluations (in Savannah).

**Completed (signed) evaluations, including both the self- and qualitative evaluations, are due no later than 5:00pm CST on May 2, 2022.**