**Performance Appraisal Schedule**

**For Calendar Year 2011**

**Activity Completed by:**

1. **Evaluators sent a list of appraisals that must be 01/20/12**

**completed for the current year.**

1. **Evaluators must have completed the appraisal,**

**secured employee signature, and sent them to the**

**next level supervisor. 03/15/12**

1. **Next level supervisor must have completed their**

**review, signed the form, provided copies to the**

**employee and supervisor, and sent originals to**

**the Dean’s Office. 03/23/12**

1. **Dean’s Office sends employee confirmation that**

**they have received the completed packet, files**

**the original, and sends copy to Human**

**Resources. 04/06/12**