

Supervisors may use this checklist to ensure all necessary tasks are completed throughout the performance cycle. Supervisors are expected to regularly assess employee performance and provide employees with feedback throughout the performance cycle.

Beginning of Performance Cycle: Performance Plan (starts April 1st)	
Assign weights to each institutional goal	<input type="checkbox"/>
Develop 3-5 individual goals and assign weights to each	<input type="checkbox"/>
Create at least one development goal (strongly recommended)	<input type="checkbox"/>
Submit performance plan for next level supervisor review and signature	<input type="checkbox"/>
Meet with employee to discuss and sign off on performance plan	<input type="checkbox"/>
Off Cycle Reviews (as needed)	
Schedule off-cycle review meetings with employees	<input type="checkbox"/>
Provide employees with feedback about performance	<input type="checkbox"/>
Clarify expectations and provide resources for improvement	<input type="checkbox"/>
Document performance/conduct issues on off-cycle review section of form	<input type="checkbox"/>
Contact Human Resources prior to issuing disciplinary action	<input type="checkbox"/>
End of Performance Cycle: Performance Appraisal (ends March 31st)	
Rate employees on institutional and individual goals	<input type="checkbox"/>
Determine employee final overall score and corresponding rating	<input type="checkbox"/>
Ensure comments justify assigned performance ratings	<input type="checkbox"/>
Present appraisal to next-level supervisor for review and signature	<input type="checkbox"/>
Meet with employee to review performance appraisal and provide feedback	<input type="checkbox"/>