CLS Staff Performance Evaluation (PE) Process

1. **EMPLOYEE SELF-ASSESSMENT (OPTIONAL) – BY JANUARY 29th 2020**
   - Employee completes or declines to complete a Self Assessment (optional)
   - Employee may start to draft an Employee Development Plan (optional)

2. **SUPERVISOR FILLS OUT PE – MONTHS OF JANUARY & FEBRUARY**
   - Supervisor completes the Supervisor portion of the PE in February (drafting may start in a Word template in January).

3. **EMPLOYEE & SUPERVISOR MEETING – MONTH OF FEBRUARY**
   - Employee and Supervisor meet to discuss the evaluation
   - Employee Development Plan is collaboratively created by both Employee and Supervisor (optional)

4. **EMPLOYEE SECTION & SIGNATURE – BY MARCH 9th 2020**
   - Employee enters the Employee Development Plan (optional), enters any final comments (optional), and signs (or declines to sign) and submits the PE

5. **SUPERVISOR SIGNATURE – BY MARCH 9th 2020**
   - Supervisor reviews, signs and submits the PE

6. **UNIT/DIVISION MANAGER SIGNATURE – BY MARCH 31st 2020 (extended from original date of March 16th)**
   - Unit/Division Manager reviews, signs and submits the finalized PE to Human Resources: FINAL DEADLINE

**Key:**

- 😊 Employee
- 😎 Supervisor
- 😊 Unit/Division Manager

AUDITOR REVIEW is completed (if applicable to your unit) after Supervisor fills out PE – MONTH OF FEBRUARY