

## 2019 Performance Program (PP) and Evaluation (PE) Timeline

### For CSEA-Represented, Administrative Services Unit (ASU) Employees

#### President's Office, Provost/Academic Affairs, and Engagement & Economic Dev

Date	Description
6/18	Supervisor requests from employee an optional 1-page summary of performance accomplishments achieved during the current evaluation cycle. Supervisors are encouraged to contact the secondary sources identified in the PP, as well as their own immediate supervisor, to secure their perspective regarding the employee's performance.
6/25	Supervisor prepares draft PE and PP forms and schedules a mutually convenient time to meet with the employee and discuss the draft PE and PP forms.
7/2	Supervisor meets with the employee to review and discuss draft PE and PP forms. As necessitated by information exchanged in the meeting, the supervisor modifies the draft PE and PP forms.
7/9	The supervisor secures the employee's signature on the finalized PE and PP forms, provides employee with a signed copy of both forms, forwards the original forms to Human Resources, and provides copies as per the distribution list on the forms.

**Performance Evaluation Period : 7/15/2018 - 7/14/2019**

**Performance Program Period : 7/15/2019 - 7/14/2020**