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| **Before the Annual Performance Evaluation** | **Timeframe:**  |

Confirm Timing

[ ]  Review process timeframes

[ ]  Confirm the meeting logistics (date, time, location, etc.)

Prepare for the Evaluation

[ ]  Prepare a self-review

[ ]  Review position description

[ ]  Submit the self-review to the supervisor

|  |  |
| --- | --- |
| **Post-evaluation** | **Timeframe:**  |

[ ]  Review the final performance evaluation

[ ]  Discuss outstanding questions with the supervisor

[ ]  Sign-off on the performance evaluation

[ ]  Maintain a copy of the signed performance evaluation for your records