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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

|  |  |
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| **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