

# 2017 Performance Evaluation Cycle

SOM Performance Year is from July 1, 2016 to June 30, 2017

Step 1 & 2  
Repeat

- **Now through January 15, 2017** Employees enter goals/competencies into LEAD@UVA. This form is available on your dashboard. Send forward to Step 2.  
**DEADLINE: Friday January 13, 2017**
- **Now – through January 27, 2017:** Supervisors approve goals and send forward to Step 3.  
**DEADLINE: Friday, January 27, 2017**

Step 3

- **January 30 through February 10, 2017:** Employees complete their interim self-evaluation and send forward to Step 4.

Step 4

- **February 13 through February 24, 2017:** Supervisors complete employee interim evaluations and send forward to Step 5.



From the end of February 2017 until early June 2017, the evaluations will remain on the dashboard of the employee. Please ignore due date stated on dashboard. An email from your HR business partner will inform you of next actions to take and corresponding due dates.

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Step 5

- **June 5 through June 16, 2017:** Employees complete their 2017 annual self-evaluation in the LEAD@UVa system and send forward to Step 6.

**DEADLINE: Friday, June 16th**

Step 6

- **June 19 through July 7, 2017:** Supervisors complete the 2017 annual evaluations for their employees in the LEAD@UVa system and send forward to Step 7.

Step 7

- **July 10 through July 28, 2017:** Reviewer reads, signs, saves and sends back to supervisors IF NEEDED for additional supporting information. Do not send forward at this time!
- **July 31 through August 18, 2017:** Department Calibration



School of Medicine calibration occurs. No action is needed at this time until reviewers are notified in September.

Step 8

- **Late August 2017:** Reviewers will be notified when evaluations have been released by the School of Medicine to send evaluations forward to from Step 7 to Step 8. At that time supervisors will sign evaluations electronically and meet with employee to discuss 2017 evaluations and discuss goals for 2018.

Step 9

- **September 2017:** All 2017 annual evaluations must be signed and completed by the supervisor and employee - no later than September 30, 2016.



From July 1, 2017 through September 16, 2017 employees should work with supervisors to establish new goals, competencies and a development activity for the 2018 performance evaluation cycle.