2018 Performance Evaluation Cycle

SOM Performance Year - July 1, 2017 to June 30, 2018

Step 1 & 2
• **Now through February 14, 2018: Employees Enter Goals**
  Employees enter goals into LEAD@UVA. This form is available on your dashboard. FYI - to prepare for a transition to Workday, the Competency and Development Plan sections have been removed from Lead@. Send forward to Step 2.

  • **February 15 through February 28, 2018: Managers Approve Goals**
    Managers approve goals. Send forward to Step 3.

Step 3
• **March 1 through March 31, 2018: Employees Complete Interim Self-Evaluation**
  Interim self-evaluations are optional.*
  Send forward to Step 4.

Step 4
• **April 1 through April 30, 2018: Managers Complete Interim Evaluations**
  Interim self-evaluations are optional.*
  Send forward to Step 5.

**2018 performance evaluations will be completed in Workday.**
Please note that **ONLY** goals will integrate from Lead@ into Workday.
Attachments and comments will **NOT** carry over from Lead@ into Workday.
*If you complete an interim evaluation, please use the 2018 Interim Performance Evaluation form and attach to Workday **after July 1, 2018**.
2018 Performance Evaluation Cycle

SOM Performance Year - July 1, 2017 to June 30, 2018

Step 5
• July 1 through July 29, 2018: Employees Complete Annual Self-Evaluation
  Employees complete 2018 annual self-evaluation. Send forward to Step 6.

Step 6
• July 30 through August 26, 2018: Manages Complete Annual Performance Evaluation
  Managers complete the 2018 annual evaluations. Send forward to Step 7.

Step 7
• August 27 through September 9: Reviewers Read and Sign Annual Performance Evaluation
  Reviewers read and sign annual evaluation. May send back to managers, if needed, for additional supporting information. **NO CALIBRATION WILL BE HELD.** Send forward to Step 8.

Step 8
• September 10 through September 30, 2018: Managers Sign & Deliver Performance Evaluation
  Managers sign annual evaluations and meet with employee to discuss 2018 annual evaluation. Send forward to Step 9.

Step 9
• September 30, 2018: Employees Sign Performance Evaluation
  All 2018 annual evaluations must be signed and completed by the manager and employee no later than **September 30, 2018.**