

## **Department of Communications and Agricultural Education**

### **2016 Performance Appraisal Time Line**

Performance appraisal documents can be accessed at:

<http://www.communications.k-state.edu/for-staff/appraisal-forms-and-procedures.html>

Forms are available in Acrobat, MS Word and RTF formats. In order to save a completed Acrobat document, you must have the full version of Adobe Acrobat, not just Acrobat Reader. Be sure to use the tool bar in Adobe, not the browser toolbar.

#### **Friday, December 16, 2016**

Deadline for ALL unclassified staff members to turn in 2016 accomplishment documentation.

Submit an electronic version of the "Unclassified Performance Appraisal" form and narrative attachment to your evaluator. This is generally the unit leader. Unit leaders should submit documentation to the department head and HR specialist, Audrey Mortimer, at [amortimer@ksu.edu](mailto:amortimer@ksu.edu).

#### **Monday-Friday, January 3-13, 2017**

Evaluators meet individually with staff members to discuss progress in meeting 2016 goals, clarify questions arising from submitted performance documentation and set goals for 2017. Evaluators will conduct individual reviews with unit staff members. If requested, department head will be present. Unclassified staff members should complete 2017 performance goals on the "Unclassified Performance Appraisal" form and submit electronic copies to the evaluator. Staff may also elect to schedule individual time with the department head between January 3 and January 27, 2016, to discuss past year activities and/or future goals.

#### **Monday-Friday, January 16-January 27, 2017**

Evaluators will meet with the department head to discuss staff performances and to determine individual ratings. Evaluators will provide department head with initial drafts of annual performance letter. Unit leaders will discuss their progress and performance documentation for 2016 as well as 2017 goals.

#### **Monday, January 30, 2017**

Annual performance letters, updated position descriptions, completed 2016 appraisal forms, and 2017 goals should be sent as electronic attachments from the evaluator to the department HR Specialist ([amortimer@ksu.edu](mailto:amortimer@ksu.edu)) for final review and printing.

#### **Monday-Friday, January 30 – February 3, 2017**

Annual performance letters with completed 2016 appraisal forms will be distributed to evaluators for their signatures. Evaluators will distribute documents to staff members for review, signature and comments. Signed materials are returned to business manager by date specified.

#### **Friday, February 10, 2017**

Completed and signed documents will be forwarded to the dean and director's office. Copies will be returned to unclassified staff and evaluators.