

Department of Communications and Agricultural Education

2015 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 18, 2015

Deadline for ALL unclassified staff members to turn in 2015 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.

Monday-Friday, January 4-15, 2016

Evaluators meet individually with staff members to discuss progress in meeting 2015 goals, clarify questions arising from submitted performance documentation and set goals for 2016. Evaluators will conduct individual reviews with unit staff members. If requested, department head will be present. Unclassified staff members should complete 2016 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 5 and January 28, 2016, to discuss past year activities and/or future goals.

Wednesday-Thursday, January 13-January 28, 2016

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 2015 as well as 2016 goals.

Thursday, January 28, 2016

Annual performance letters, updated position descriptions, completed 2015 appraisal forms, and 2016 goals should be sent as electronic attachments from the evaluator to the department HR Specialist (amortimer@ksu.edu) for final review and printing.

Monday-Friday, February 1-5, 2016

Annual performance letters with completed 2015 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 12, 2016

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