

# Department of Communications and Agricultural Education

## 2022 Performance Appraisal Timeline

Performance appraisal documents can be accessed at:

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

### Friday, December 23, 2022

Deadline for ALL unclassified staff members to turn in 2022 accomplishment documentation.

- Submit an electronic version of the "Unclassified Performance Appraisal" form to your evaluator/supervisor. This is generally the unit leader.
- Unit leaders should submit documentation to the department head (jdellis@ksu.edu) and business manager (agcomhr@ksu.edu).

### Monday – Wednesday, January 2 – 18, 2023

***This step is a change from previous years. Please note that supervisors should meet with the up-level manager BEFORE meeting with employees to present performance appraisals.***

- Evaluator will complete their section(s) of the appraisal document.
- **Evaluator will meet with the up-level manager (unit leader, department head) to discuss the appraisal in advance of meeting with the employee.**
- The up-level manager and supervisor will determine the individual employee ratings.
- Unit leaders will meet with the department head to discuss their progress and performance documentation for 2022 as well as 2023 goals.

### Monday-Friday, January 16 – February 10, 2023

- Evaluators meet individually with staff members to discuss progress in meeting 2022 goals and clarify questions arising from submitted performance documentation. Evaluators will conduct individual reviews with direct reports.
- Supervisors and staff members should discuss/establish 2023 goals. Agreed-upon goals should be documented on the "Unclassified Performance Appraisal" form and submitted to the supervisor for reference throughout the 2023 year.

### Monday – Friday, February 13 – 17, 2023

- Completed 2022 appraisal forms and 2023 goals should be sent as electronic attachments from the evaluator to the department business manager (agcomhr@ksu.edu) for **electronic** signature routing.
  - **Note: all forms will be routed and signed electronically via Adobe Sign**
- **Managers, evaluators, and employees will have immediate access to completed documents via Adobe.**

### Friday, February 24, 2023

Completed and signed documents will be forwarded to the dean and director's office.