Quinnipiac UNIVERSITY

Annual Performance Review Timeline

	Complete by	Steps	Description
☐	Employee	**Step 1**	"Check-in" with manager on agreed upon time schedule for your department
☐	Employee	**Step 2**	Complete Self-Assessment by **March 30th**, unless advised to do so earlier by your manager
☐	Employee	**Step 3**	Meet with manager (they will schedule) to complete final review process
☐	Manager	**Step 1**	"Check-in" with employee on agreed upon time schedule for your department
☐	Manager	**Step 2**	Review employee's Self-Assessment that was submitted by **March 30th**
☐	Manager	**Step 3**	Complete Employee's Performance Review
☐	Manager	**Step 4**	Schedule One-on-One Meeting with employee to review the completed performance review. Provide the employee the opportunity to comment on the review. The review (done on the Performance Culture platform) must be signed and dated by the employee in acknowledgement of the meeting.
☐	Manager	**Step 5**	Submit final employee review in the Performance Culture System by **May 6th**