HARVARD T.H. CHAN | SCHOOL OF PUBLIC HEALTH
Human Resources

Performance Management: Assessment Phase Kick Off FY18 Timeline

Early March

- Memo from the Dean to the community
- Follow-Up PM details and training from Linda to the community

Assessment Phase Begins

April 2 – April 30

- Employee identifies reviewers (peers, internal customers, direct reports) for feedback
- Manager agrees/amends, then approves reviewers
- Employee completes self-evaluation
- Manager completes assessment after reviewing feedback from others and self-evaluation

May 1 –May 31

- Employee and manager discusses and finalizes review
- Deadline to complete reviews in PS ePerformance is ***May 31st***

June

- Manager will communicate salary increase to their staff