<table>
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<th>Process Step</th>
<th>Required tools</th>
<th>Complete by:</th>
<th>Actions/Requirements</th>
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• The 2014 review cycle covers the review period from January 1, 2014 to December 31, 2014. |
| Step 2: Employee Annual Goals | Annual Performance Review Form | Monday January 5, 2015 | • If you prepared specific goals for the employee after the last review cycle copy those goals to the IUSB Annual Performance Review Form.  
• Make sure the goals are in the SMART goal format. (Note: See Appendix 4.2 of the Performance Management Review Guidelines Manual)  
• If a review manager did not assign goals, prepare goals based on the employees position description and/or projects/assignments the employee worked on during the year. |
| Step 3 Employee Goal Review Meeting | Annual Performance Review Form with Goals entered | Friday January 16, 2015 | Meet individually with the employee to:  
• Review the goals the employee will be reviewed on for this review cycle.  
• Agree on the goals, if there is disagreement negotiate the goals that will be used in the review. |
| Step 4: Employee Self Review | Annual Performance Review Form | Friday February 6, 2015 | • Explain the Annual Performance Review Form to the employee (what each section contains, etc.) and how to do their self-review.  
• Note: see Appendix 4.3 of the Performance Management Review Guidelines Manual for information on Self Reviews.  
• Let the employee know that you will email the review form to them and set a time line for the return of the self-review. Note: if they do not have use of a computer than give them a hard copy of the review form.  
• Employee completes self-review and returns to the review manager.  
• Once the employee has returned the completed self-review the review manager prepares the annual review. |
| Step 5: Review Preparation | Annual Performance Review Form Completed Employee Self Review | Friday February 27, 2015 | • Manager prepares the annual review with feedback.  
• See Section 3.2 of the Performance Management Review Guidelines Manual for information on preparation of the annual review. |
| Step 6: Employee/Manager Final Review Meeting | Annual Performance Review Form | Friday March 6, 2015 | • Once the review is completed the review manager meets individually to present the review results to the employee.  
• Secure signatures and give the employee a copy of the final review document.  
• Note: see Section 3.3 of the Performance Management Review Guidelines Manual for information on Employee/Manager Review meetings. |
| Step 7: Finalize Review | | Monday March 9, 2015 | • Send the completed hardcopy of the signed review document to HR or send a scanned version to HR via rjhoger@iusb.edu |