***2022-2023 Performance Evaluation Timeline***

**April 10** Executive Office email to initiate 2022/2023 process sent to management with overview, all documents and process, info sessions dates and notification that annual performance evaluations should be scheduled or completed by **July 31, 2023**.

**May 15** Executive Office email reminder sent

**June 12** Executive Office email reminder sent

**July 1 – July 25**  **Managers complete Review process with each of their direct reports**

**July 31** All Performance Review forms are scheduled or completed and placed in departmental personnel files