

The NSU Performance Review Timeline

<u>DATE</u>	<u>ACTION</u>
<p>Any time between July 1 and June 28 of the following year</p>	<p>Employee enters goals into Shark Talent Management and submits to Immediate Supervisor for approval, or updates previously approved goals with current progress.</p> <p>HR Contacts ensure that all exempt employees have created and submitted independent goals for approval, and all non-exempt employees have advanced task goals and submitted for approval.</p> <p>Goal Exception Report Goal Status Report</p>
<p>Any time before June 30</p>	<p>Immediate Supervisor approves new goals and any updated progress on previously approved goals.</p> <p>HR Contacts ensure that Immediate Supervisors have approved all goals that were pending approval.</p> <p>Goal Status Report</p>
<p>July 1 – 15</p>	<p>Employee completes Review Step 1: Self Evaluation in the Shark Talent Management Suite.</p> <p>HR Contacts ensure all employees have completed and submitted Step 1-Self Evaluation.</p> <p>Performance Review Step Status Report</p>
<p>July 16 – August 15</p>	<p>Immediate Supervisor completes Review Step 2: Employee Evaluation. Immediate Supervisor discusses any Unsatisfactory* or Exceptional* scores with Center Head prior to beginning Step 3.</p> <p><u>* = Documentation Required</u></p> <p>HR Contacts ensure that all Immediate Supervisors have completed Step 2.</p> <p>Performance Review Step Status Report</p>

August 16 – 23

Immediate Supervisor completes Review Step 3: Immediate Supervisor Discussion and Sign-Off by:

- (i) conducting the evaluation discussion with the employee,
- (ii) initiating the goals conversation for the new performance year,
- (iii) signing off in the review in the Shark Talent Management System.

HR Contacts ensure that all Immediate Supervisors have completed Step 3.

Performance Review Step Status Report

August 24 – 31

Employee completes Review Step 4: Employee Sign-Off in the Shark Talent Management System to acknowledge that the discussion with the Immediate Supervisor about the evaluation has been completed.

HR Contacts ensure that all Immediate Supervisors have completed Step 4

Performance Review Step Status Report