College of Arts & Media
UNIVERSITY OF COLORADO **DENVER**

University Staff/Research Series: Due to CU no later than July 31st

Projected Timeline - Performance Period Closes June 30th

Employee

- July 1st - July 8th (or before) - Employees complete self-evaluations
- July 8th - Employee submits self-evaluation to CAM People Operations/HR and Supervisor

Supervisor

- July 1st - July 14th Complete long evaluation forms
- July 17th – July 21st Conduct employee performance meetings to review evaluation and rating and set new goals
- July 24th Supervisors submit all signed evaluations and rating forms to CAM People Operations/HR

Deans/People Operations/HR

- July 26th CAM People Operations/HR meets with the Deans
  - Dean's will review all rating forms and evaluations
  - Final Signatures obtained
- July 31st CAM People Operations/HR submits ratings
- August 1st -4th Final fully signed documents sent to employees for their records