Real Estate Division

2016 Performance Review Timeline

Represented and Non-Represented Employees

Action	Start	Finish
Performance Review announcement and timeline sent via e-mail by VCRE-HR	6/1/2016	
VCRE-HR sends Self-Review form and instructions to Supervisors/Managers	6/13/2016	6/24/2016
Managers/Supervisor must provide Self-Review form to their employees by **6/24/2016**	6/24/2016	
Employees complete Self-Review form. **Deadline for submitting Self - Review form to supervisors 7/8/2016**	6/27/2016	7/8/2016
Supervisors write the Performance Reviews and conduct review meetings with their direct reports. Supervisors to send signed Performance Review packets to unit's point person for final review. **Deadline to submit reviews is 8/1/2016**	7/8/2016	8/1/2016
Individual units forward finalized Performance Review packets to VCRE-HR	8/1/2016	
VCRE-HR requests names for Feedback & Perspectives (F&P) survey. VCRE-HR sends specific instructions and spreadsheets to supervisors for sending in names	8/8/2016	8/12/2016
Supervisors collect names for F & P survey and submit to VCRE-HR per announcement. **Deadline for supervisor to submit spreadsheet to HR is 8/19/2016**	8/8/2016	8/19/2016
VCRE-HR sends F&P to identified reviewers	8/22/2016	9/9/2016
VCRE-HR receives completed F & P surveys from respondents	9/9/2016	9/30/2016
VCRE-HR tabulates F&P results and share with managers	10/3/2016	10/28/2016