

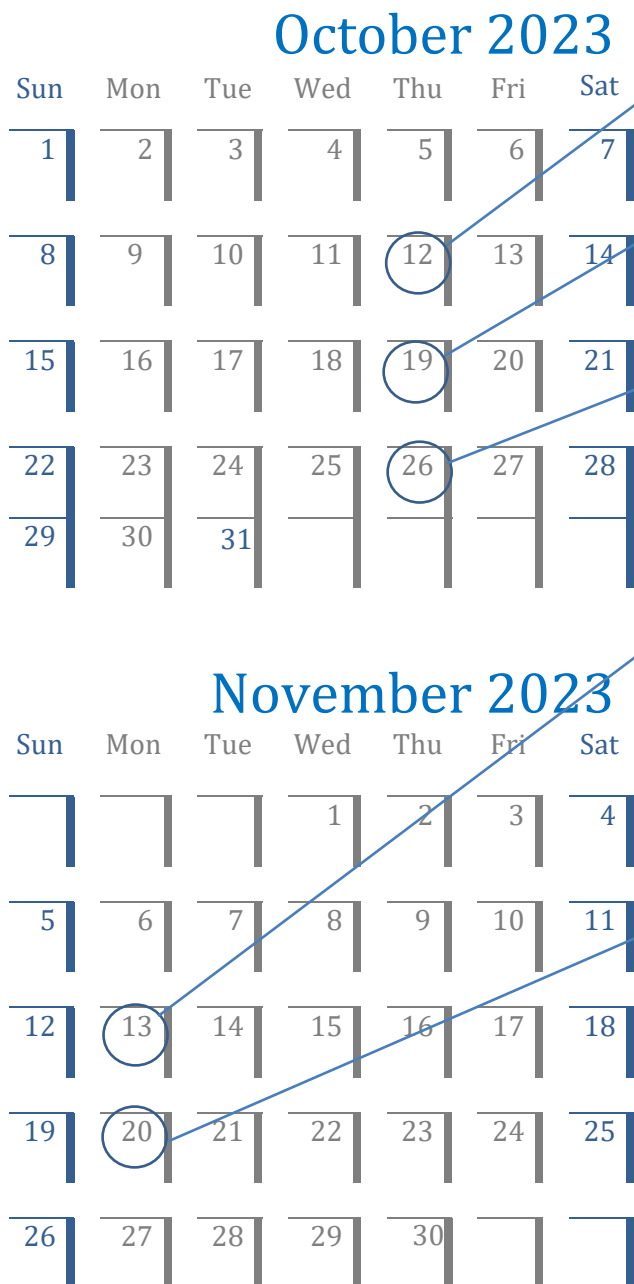
2023 Performance Evaluation Process Timeline

Upcoming In-Person Workshops: Life Cycle of a Performance Evaluation
(Performance Management Training Series)

- Tuesday October 10, 2023 - 10.00am-11:30am in Library Lecture Room 3212
- Thursday October 19, 2023 - 10.00am-11:30am in Library Conference Room 2108
- Facilitator: Scott Fetterhoff - Human Resources Manager for Labor & Employee Relations

Self-Paced Workshops Available on CSU Learn:

- [Successful Performance Reviews: How to Give Them and How to Receive Them \(CSU's Got Talent\)](#)
- [Polishing Your Feedback Skills](#)
- [Planning an Effective Performance Appraisal](#)



October 1, 2022 - September 30, 2023	Evaluation Period
October 12, 2023	Managers and Chairs begin reviewing performance evaluations with employees.
October 19, 2023	All Unit 4 (APC) employees must be presented with an initial performance evaluation draft, per article 18.1(c).
October 26, 2023	All Unit 1 (UAPD), Units 2,5,7,9 (CSUEU), Unit 6 (Teamsters), and Unit 8 (SUPA) employees must be presented with an initial performance evaluation draft.
November 13, 2023	Performance evaluations for all units must be completed and signed by the employee and the manager or chair.
November 20, 2023	Final performance evaluations for all employees must be forwarded to the appropriate administrator for review and approval.
December 14, 2023	All evaluations, including supporting documents, must be forwarded to Human Resources for processing and filing into employee's personnel file. <i>Send to Joyal Administration Room 211 (M/S JA41)</i>