

***PERFORMANCE APPRAISAL SYSTEM
CALENDAR***

UAWU

By APRIL 1

Key Performance Standards & Expectations should be established.
April 1 is the beginning of the Appraisal cycle and due date for award of increment to UAWU Staff.

ADVERSE RATINGS:

By JANUARY 1

(Three (3) months prior to the due date for the award of increments)
Heads of Department should communicate adverse ratings, that is, below 3.0 to the Human Resource Management Division (HRMD). Please refer to Section F, page 29 of the Performance Management Policy and Procedures Manual (PMP&PM).

PERFORMANCE APPRAISAL INTERVIEW:

By MID-JANUARY

At least 3-5 working days before the intended date of the Appraisal, the Appraisee should be presented with a copy of the pencilled evaluation. Please refer to Guidelines 7.0-8.0, page 30 of the PMP&PM.

COMPLETED PERFORMANCE APPRAISAL FORM

By FEBRUARY 1

Head of Department should submit completed Performance Appraisal Form to the HRMD

By FEBRUARY 28

HRMD should submit payroll information to HRMIS

APPEALS PROCESS:

Where an appeal is necessary, the HRMD should receive written communication **within five (5) working days of the Appraisal Review**. First meeting of Review Panel would be conducted **within ten (10) working days of the Appraisal**. Ruling of the Panel would be made **within three (3) working days after conclusion of the hearing**. Please refer to Guideline 12, pages 31-32.

MONATS

By JUNE 1:

Key Performance Objectives should be established.
June 1 is the beginning of the appraisal cycle and due date for award of increment to MONATS Staff.

ADVERSE RATINGS:

By MARCH 1

(Three (3) months prior to the due date for the award of increments)
Heads of Department should communicate adverse ratings, that is, below 3.0 to the Human Resource Management Division (HRMD). Please refer to Section F, page 29 of the Performance Management Policy and Procedures Manual (PMP&PM).

PERFORMANCE APPRAISAL INTERVIEW:

By MID MARCH:

At least 3-5 working days before the intended date of the Appraisal, the Appraisee should be presented with a copy of the pencilled evaluation. Please refer to Guidelines 7.0-8.0, page 30.

COMPLETED PERFORMANCE APPRAISAL FORM

By APRIL 1:

Head of Department should submit completed Performance Appraisal Form to the HRMD

By APRIL 30:

HRMD should submit payroll information to HRMIS

APPEALS PROCESS:

Where an appeal is necessary, the HRMD should receive written communication **within five (5) working days of the Appraisal Review**. First meeting of Review Panel would be conducted **within ten (10) working days of the Appraisal**. Ruling of the Panel would be made **within three (3) working days after conclusion of the hearing**. Please refer to Guideline 12, pages 31-32.