

Schulich PMA Performance Dialogue and Goal-Setting Process 2014-2015 Timeline

Assessment Period: June 1, 2014 to May 31, 2015

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Timeline	Now to July 8	July 9 – August 4	August 5 – August 13	August 14	August 24 – October 1	By October 9
Employee	Employee Reflection Complete 4 questions Email to Leader				PDG Meeting Leader emails completed Reflection and Leader's Assessment to Employee Meet to discuss past work, goals, development	
Leader (Direct Supervisor)		Draft Assessments Complete Draft Assessments Send Draft Unit Ratings Summary of PDGs to next level leader for review.			Leader finalizes overall rating Copy page 1, sign, retain Leader sends <u>Final Unit Ratings Summary</u> of all PDGs to next level leader.	
Director/ Chair through to Dean's Office			August 5 Mgr. Admin & Finance to compile Draft Unit Ratings Review Director/Chair to discuss with leaders as needed August 13 Office of the Dean Draft Ratings Summary			Final Division / Faculty Ratings Summary Compile and Send to Kristen Harris in Schulich Human Resources.
Dean				Draft Division / Faculty Ratings Review Review and discuss with Chairs/Directors/ Unit Leaders Give "OK" to start PDG meetings		