

INDIANA UNIVERSITY EAST HUMAN RESOURCES

2024 PERFORMANCE MANAGEMENT PROCESS TIMELINE

February, 2024	Emails sent out to managers and employees. Forms posted on the IUE Human Resources website .
January 2024 - February, 2024	<p>Preparing for the Performance Conversation</p> <ul style="list-style-type: none"> - All supervisors should schedule Zoom or in-person meetings with staff for evaluations. - Employees: if you choose to, or if you supervisor requests it, complete the Employee form and give it to your supervisor. - Supervisors will review the Employee form and use it to prepare for the performance conversation.
February 2024 - March 2024	<p>Holding the Conversation/Next Steps</p> <ul style="list-style-type: none"> - Performance Conversations will be held during this time. - Supervisors will complete their portion of the forms, and both the employee and supervisor will provide their electronic signatures. - Supervisors will provide their completed and signed forms.
April 15, 2024	Supervisors attest the Annual Performance Conversation. Online attestation form can be found at One.IU search for Performance.
April 15, 2024	Employee Attests to Expectations Conversation

Supervisors - Please email the completed and signed forms to Human Resources at iueHR@iue.edu.