

Performance Evaluations Highlights

We recognize that with the fiscal year fast approaching some people have questions about the annual performance evaluation process. Here is a basic timeline and a few answers to frequently asked questions.

Performance Evaluation Timeline

The timeline below shows mostly **due dates rather than start dates** for each step because the start date is dependent on when the step before it was completed.

Launch Date	Step	What this means
May 28 th	Initial evaluations will be launched and the Employee self-review step begins	ITD employees will receive an email notification to begin their annual evaluations
Due Date	Step	What this means
June 9 th	Employee self-review due	Submit the self-review step to your manager, and manager review timeline begins
July 6 th	Manager review due	Manager submits their review step for indirect or skip-level manager review
July 15 th	Indirect (skip-level) Manager review due	Your bosses' boss looks at your review to approve it
July 24 th	Manager meets with employee and submits signature due	Manager meets with you to review the completed performance evaluation, then manager signs and submits
July 30 th	Employee signature due	After the manager signs, you can now review the completed evaluation and add your signature

Why are performance evaluations starting at a later date this year?

- HR received feedback from many ITD employees that evaluations are launched too early, long before completion of performance goals. By pushing out the overall evaluation due date to the end of July, we can launch evaluations at a later date which is much closer to performance goal end dates. This gives employees more time to complete their goals and include them on their review.

As an employee, what can I do to prepare for the upcoming evaluation?

- The most important way for ITD employees to prepare for upcoming annual evaluations is to input, update progress, and complete your performance goals in TalentED. Pay special attention to adding justification comments for your Constructive Behaviors. For more information about how to do work on your performance plan, watch the *Creating Goals in TalentED* training by clicking [here](#). You will need to be logged in to <https://www.office.com/> for the training link to work. If you need further assistance with TalentED, please contact Victoria Justin – Victoria.Justin@itd.idaho.gov.

As a supervisor, what can I do to prepare for upcoming evaluations?

- Schedule and meet with your employees one-on-one to cover performance plan goals, and make any updates or add comments to individual goals as necessary in TalentEd.
- Verify and document employee completion of the mandatory Cybersecurity training that took place this year.
 - Note, you will also see areas to verify both Respectful Workplace training and employee signature of the ITD Employee Handbook. These will be rolled out in the next FY and will need to be documented on next year's evaluation.