

2017 Performance Review Cycle

Timeline: May 1- July 31

- Annual staff performance reviews **are due** between May 1 and July 31. In rare circumstances, departments have an established timeline for reviews that occur outside of the normal appraisal cycle.

Staff Supervisors: If your division/department performs reviews at an alternate time, please contact Dawn Miller.

To Begin the Annual Review Process:

- Staff initiate the interactive review process by completing a self-appraisal.
- Under Augnet, select Administrative Tasks/Reviews & Searches/Performance Review.
- Click on **Start Review**: Once you have selected “Current Review Period” and your department, another drop-down box labeled “Template” will appear; select Performance Appraisal and Planning 2017.
- Once you create your form, you will find it in the grey bar titled “Current Review Period.”
- If your review was **completed and locked** online using the annual review form in the previous review cycle, you will be able to copy your goals into this year’s form.

Questions:

Contact Dawn Miller at millerd1@augsborg.edu or at x1216.