Annual Assessment Process:

**Start Date:** September 16, 2013

**Deadline:** November 29, 2013

**Covering:** Performance between last assessment and the current time

**Process:** This year there were three assessment processes offered to meet the needs of individual departments. Please see the “NEW 2013...” document located under *User References* on your evaluation form to determine the process you are participating in.

**Eligible Employees:**
- Employees with six months of service at the Medical Center on 12/1/2013 are eligible for review
- Employees on Leave of Absence (LOA) with at least six months of service during the assessment year

**Ineligible Employees:**
- Faculty are not assessed in ePerformance but may be required to complete assessment(s) for their staff in ePerformance
- Post/Pre Docs, Graduate Assistants & Student Interns
- Employees hired on or after June 1, 2013
- Employees on LOA with less than six months of service during the assessment year can be excluded at the manager’s request.
- Employees who completed a probationary review in ePerformance between June – September 2013

**Staff Promotions/Transfers:**
- Employees who were promoted or transferred prior to the 9/16 start date should be assessed on the position that best describes their role for the assessment period, and assessed by the manager who can best describe their performance. Assessments can also be done collaboratively between two managers.