

2021-2022 Performance Evaluations Schedule

Non-Aligned

July 15th — Employee Self Review

- ⇒ Enter Job Performance information and accomplishments into the Performance Management Application on our Highlander Pipeline.
- ⇒ Save and submit evaluation

August 15th — Manager Review

- ⇒ Provide summary comments
- ⇒ Select rating for competencies
- ⇒ Save and submit evaluation
- ⇒ Provide a copy of evaluation to employee
- ⇒ Schedule meeting with employee to review.

August 31st — Mutual Discussion

- ⇒ Employee and Manager review comments and discuss the performance.
- ⇒ Meet to discuss Goals for the upcoming year

September 15th — Final Signatures

- ⇒ Employee signature and submission to HR.

PSA

September 1st — Manager Review

- ⇒ Enter Employee's Job Performance information and accomplishments into the Performance Management Application on our Highlander Pipeline.
- ⇒ Provide summary comments
- ⇒ Select rating for competencies
- ⇒ Save and submit evaluation
- ⇒ Division head provides comments and has option to concur with "exceptional performance award" nomination if applicable

September 1st (open) — Mutual Discussion

- ⇒ Employee and Manager review comments and discuss the performance.
- ⇒ Meet to discuss Goals for the upcoming year
- ⇒ *Must be completed within 10 business days*

September 5th – 20th — Final Signatures

- ⇒ Employee and Manager signature and submission to HR.
- ⇒ *Must be submitted within 5 business days of Mutual Discussion*

Need Help?

- ◆ Visit the our [Performance Development](#) page for more information, forms and resources on this years evaluations.
- ◆ Attend a training, the schedule can be found here.
- ◆ Email us performance@njit.edu!

2021-2022 Performance Evaluations Schedule

OPEIU

June 1 — Evaluations open

- ⇒ Manager has option to complete section 1 (competency performance ratings and comments; overall rating and comments; performance plan - goals for next year) or section 2 (summary rating and comments; performance plan - goals for next year) Employee and Manager review comments and discuss the performance
- ⇒ Meet to discuss Performance Evaluation and Goals for the upcoming year

June 15th — Discussion & Final Signatures

- ⇒ Manager, dept/office/division head, vice president, and human resources sign the evaluation

AFSCME

July 15th — Manager Review

- ⇒ Manager has option to complete section 1 (competency performance ratings and comments; overall rating and comments; performance plan - goals for next year) or section 2 (summary rating and comments; performance plan - goals for next year) Employee and Manager review comments and discuss the performance
- ⇒ Meet to discuss Performance Evaluation and Goals for the upcoming year

October 15th — Discussion & Final Signatures

- ⇒ Manager, dept/office/division head, vice president, and human resources sign the evaluation

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