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## Tasks Managers Can Begin Now to Prepare for PERFORMANCE EVALUATIONS

### 1

#### Review the Performance Evaluation Timeline

Schedule meetings with your employees well in advance. Create calendar reminders for yourself to update and review employee performance.



### 2

#### Begin adding comments and attachments to the evaluation

If you need assistance using ePerformance in PeopleSoft, refer to the job aids on the [Performance Management Website](#).

### 3

#### Save...Don't Submit

Be sure to save your work often. Evaluations are not submitted until **after** calibration.



### 4

#### Continue Communication with Employees

Continue having conversations with employees about performance, goal progress, and aspirations.

### 5

#### Learn and Grow as a Leader

Enroll in [Performance Management Training for Managers](#).

Attend [Leadership Foundation courses](#) and [Leadership Huddles](#) to strengthen your leadership skills.

