

2024-2025 Performance Evaluation Timeline

Event	Timeframe
Staff Evaluation Period	February 1, 2024 - January 31, 2025
Staff Employees complete Self-Evaluation Form, Send to Supervisor (optional)	February 10, 2025 - February 18, 2025
Supervisors write Employee Performance Evaluations	February 19, 2025 - March 7, 2025
Supervisors conduct Performance Review Meetings (in-person)	March 10, 2025 - March 20, 2025
Next level management reviews Exempt-level Staff evaluations	March 21, 2025 - March 27, 2025
Completed Performance Evaluations due to HR (evals@gcsu.edu)	March 28, 2025

Supervisors should send all completed evaluations and any self-evaluations received to **evals@gcsu.edu**.

Do NOT send evaluations to The Office of Human Resources via inter-office mail.