



SAINT JOSEPH'S UNIVERSITY
Performance Evaluation Process for Administrators and Staff

FY13-14 Schedule of Key Dates

<u>Key Dates</u>	<u>Event/Item Due</u>
January 16	Office of Human Resources will post Performance Evaluation Form, Process Overview and Schedule of Key Dates for Department Chairs and Divisional Management Teams
February 25	Office of Human Resources will send Salary Matrix to Department Chairs and Divisional Management Teams
March 13	Department Chairs and Divisional Management Teams will send completed and approved (by Deans and Vice Presidents) Performance Evaluation Forms to the Office of Human Resources
March 15	Structural Adjustment Review finalized by the Office of Human Resources
March 18	Deans and Department Managers will begin entering Salary Increase data into Salary Planner
April 1	Vice Presidents and Provost will have all salary data reviewed and finalized in Salary Planner
April 2	Salary Planner closed for data review by the Offices of Human Resources and Budgeting & Forecasting
May 24-28	Office of Human Resources will notify employees that FY14 salary rates are viewable on MySJU
June 1	Effective date for most staff and administrative employee salary adjustments

Office of Human Resources
January 2013