

**OCP EMPLOYEE PERFORMANCE REVIEW (EPAR)  
2014-15 TIMELINE**

Action	Due Date	Note
1. Supervisors set employees up in the EPAR system so that staff can begin entering information into their Summary of Accomplishments (SOA)	Prior to April 30, 2015	Please reference <a href="http://epar.ucdavis.edu">http://epar.ucdavis.edu</a> for information on how to setup employees.
2. Supervisors have the option to complete a mid-year (or quarterly) EPAR discussion and/or review position descriptions.	N/A (This is optional. Supervisor determines date)	
3. Employees submit SOA to supervisor for the period of 7/1/14 to 4/30/15	By May 4, 2015	
4. Supervisors complete draft EPAR and enter ratings.	By May 17, 2015	The draft EPAR should not be shared with the employee until after the Reviewer provides comments and the calibration meetings have occurred.
<b>5. MILESTONE: Calibration meetings are held with supervisors.</b>	<b>May 18, 2015 - May 22, 2015</b>	<b>The meetings will be scheduled 30 days prior.</b>
6. Supervisors finalize EPAR and ratings.	May 22, 2015 – June 4, 2015	The EPAR is not shared with the employee until after the reviewer approves.
<b>7. MILESTONE: Reviewers review appraisals and approve or contact supervisor with any questions within approximately two business days of supervisor submission.</b>	<b>May 27, 2015 – June 8, 2015</b>	<b>Reviewer is checking for appropriateness of information and for 'improvement needed' or 'unsatisfactory' ratings.</b>
8. Supervisors discuss appraisals with staff, finalize document and submit for approval	By June 18, 2015	Recommend scheduling the meeting ahead of time due to vacations and other conflicts.
<b>9. MILESTONE: OCP HR send reports to unit heads and MAG team members regarding outstanding EPARs after June 18, 2015.</b>	<b>By June 19, 2015</b>	
<b>10. MILESTONE: All EPARs are due to Central HR</b>	<b>By June 23, 2015</b>	