



LOYOLA UNIVERSITY MARYLAND

— 1852 —

DATE: February 2, 2024
TO: Staff and Administrators
FROM: Georgeann Burton, Director Compensation and HR Operations
CC: Kristi Yowell, Chief People & Culture Officer/Associate Vice President Human Resources
SUBJECT: Annual Performance Evaluation Process for Staff and Administrators

The performance evaluation process helps align employee contributions with the values, mission and goals of the University; and provides opportunity for supervisors and employees to discuss work progress, celebrate accomplishments, plan for growth and professional development, and set goals for the coming year.

2024 Evaluation Period:

The performance evaluation covers the period from March 1, 2023 through February 29, 2024. This year's performance management cycle will open on February 5, 2024.

Timeline:

Through February 23, 2024

Employees complete their required self-evaluation ASAP but no later than February 23rd. Training for new users to the system will be offered. Please visit the training programs website for dates and registration:
<https://www.loyola.edu/department/hr/development/training>.

Through March 15, 2024

Supervisors complete the Halogen review form for each of their direct reports and set goals for the next review period.

As received through March 29, 2024

Next level supervisors review the evaluations, comment and approve finalized evaluations.

By April 19, 2024

HR completes calibration and provides data to VPs for their review. Supervisors may not have performance conversations until notified the calibration step has been completed.

Through May 10, 2024

Supervisors meet with their employees to discuss their evaluation. Employees have opportunity to electronically add comments to their performance review if they choose to do so.
Employees and supervisors must sign the completed evaluation - this completes the review process ensuring that it is finalized in Halogen.

Information that will be helpful to you with this process can be found on the human resources website: <https://www.loyola.edu/department/hr/compensation/performance>. If you need assistance with any aspect of the Performance Evaluation Process, please contact your HR Partner at ext. 2354. You may also contact Mike Jimenez, Assistant Director HRIS at ext. 1340 or myself at ext. 1364 with any system-related issues. Thank you.