

SOP: Scheduling and Notification Procedures for Evaluation Periods

This SOP defines **scheduling and notification procedures for evaluation periods**, detailing the steps for planning, communicating, and managing evaluation timelines. It includes guidelines for setting evaluation dates, notifying relevant stakeholders in advance, coordinating with involved parties, and ensuring timely reminders. The purpose is to facilitate a smooth and organized evaluation process, promote efficient time management, and ensure all participants are adequately informed and prepared for scheduled assessments.

1. Purpose

To provide a standardized approach for scheduling evaluations and notifying all relevant stakeholders in order to ensure organized and effective evaluation periods.

2. Scope

This SOP applies to all staff, managers, evaluators, and stakeholders involved in the planning, notification, and execution of organizational evaluation periods.

3. Responsibilities

- **Program Manager:** Oversees the scheduling process, ensures compliance with SOP, approves final dates.
- **Administrator:** Coordinates notifications, maintains communication records, and sends reminders.
- **Evaluators:** Ensure availability and prepare assessment materials.
- **Participants/Stakeholders:** Respond to notifications and confirm receipt.

4. Procedures

1. **Establish Evaluation Periods**
 - Determine appropriate dates for evaluation periods in consultation with relevant parties.
 - Consider organizational calendars, holidays, and resource availability.
2. **Internal Approval**
 - Submit proposed dates to management for review and approval.
3. **Notification Drafting**
 - Prepare clear and comprehensive notifications outlining dates, timelines, requirements, and contact information for queries.
4. **Distribution of Notifications**
 - Notify all relevant stakeholders (staff, managers, evaluators, and participants) at least **[specify recommended time in advance, e.g., 2 weeks]** prior to the evaluation period.
 - Use official communication channels (e.g., email, internal portal, memos).
 - Request recipients to confirm receipt of the notification.
5. **Coordination and Support**
 - Address queries and logistical concerns raised by stakeholders.
 - Coordinate adjustments if conflicts arise.
6. **Reminders**
 - Send at least one reminder **[specify, e.g., 3 days]** before the evaluation.
 - Include essential details and any last-minute instructions or changes.
7. **Documentation**
 - Maintain records of all communication sent and received related to the evaluation scheduling and notification process.
8. **Post-Evaluation Review**
 - Collect feedback on the scheduling and notification process for continuous improvement.

5. Related Documents

- Organizational Calendar
- Contact Lists of Stakeholders
- Communication Templates
- Evaluation Forms and Materials

6. Revision History

Version	Date	Description	Approved by
1.0	[Insert Date]	Initial Creation	[Name/Title]