

# SOP Template: Scheduling and Notification of Evaluation Periods

This SOP details the process for **scheduling and notification of evaluation periods**, covering the planning, communication, and confirmation of evaluation timelines. It ensures timely coordination between evaluators and participants, clear dissemination of evaluation schedules, and adherence to organizational standards for performance reviews and assessments.

## 1. Purpose

To establish a standardized procedure for planning, scheduling, and notifying relevant parties about evaluation periods, ensuring clarity, timeliness, and compliance with organizational standards.

## 2. Scope

This SOP applies to all departments and personnel involved in performance evaluations, assessments, or similar periodic review activities within the organization.

## 3. Responsibilities

Role	Responsibilities
HR Department	Coordinates overall scheduling, prepares notifications, and maintains evaluation records.
Evaluators (Supervisors/Managers)	Participate in scheduling, provide feedback on proposed dates, and conduct evaluations.
Participants (Employees/Reviewees)	Acknowledge receipt of notifications and availability for scheduled evaluations.

## 4. Procedure

- Planning Evaluation Periods**
  - HR sets tentative evaluation dates at least **30 days** in advance.
  - Coordinate with department heads to ensure minimal conflict with other organizational activities.
- Scheduling**
  - Prepare a detailed schedule indicating evaluation periods, responsible evaluators, and affected employees.
  - Utilize scheduling software/calendar to avoid overlaps and conflicts.
- Notification**
  - Send official notification via email or internal communication system at least **14 days** before the evaluation period.
  - Include evaluation dates, locations (if applicable), evaluation method, and contact information for queries.
- Confirmation**
  - Require recipients to acknowledge receipt and confirm availability within **3 business days**.
  - Follow up on non-responses after 2 business days.
- Amendments**
  - If scheduling changes are required, promptly update and redistribute notifications.
- Recordkeeping**
  - Maintain records of schedules, notifications, and confirmations for audit and compliance purposes.

## 5. Documentation

- Evaluation Schedule Template
- Email/Notification Template
- Confirmation Log
- Assessment Results and Feedback Records

## 6. References

- Organizational Performance Review Policy
- HR Policies and Procedures Manual

## 7. Revision History

Version	Date	Description of Changes	Approved By
1.0	2024-06-20	Initial version.	HR Manager