

**EASTERN WASHINGTON UNIVERSITY
CIVIL SERVICE ANNUAL
PERFORMANCE EVALUATION SCHEDULE**

Employment Date	Performance Evaluation Cycle	Due Date	Month Sent Out
January 1 - January 31	January 1 - December 31	01/30	December
February 1 - February 29	February 1 - January 31	03/01	January
March 1 - March 31	March 1 - February 29	03/30	February
April 1 - April 30	April 1 - March 31	04/30	March
May 1 - May 31	May 1 - April 30	05/30	April
June 1 - June 30	June 1 - May 31	06/30	May
July 1 - July 31	July 1 - June 30	07/30	June
August 1 - August 31	August 1 - July 31	08/30	July
September 1 - September 30	September 1 - August 31	09/30	August
October 1 - October 31	October 1 - September 30	10/30	September
November 1 - November 30	November 1 - October 31	11/30	October
December 1 - December 31	December 1 - November 30	12/30	November

Please note that the due date for the performance evaluation cycle of February 1 - January 31 is March 1 due to the fact that there are only 28 days in February (29 during leap years).