**Annual responsibilities of a Library supervisor:**

* Review of PD (Position Description)
* EPMS (Employee Performance Management System) Evaluation
  + For regular cycle, completed in February and due March 1
* EPMS Planning Stages
  + For regular cycle, completed in February alongside the evaluations
* Mid-Year Review
  + For regular cycle, completed in August and due September 1

\*A new hire will be evaluated one year from hire date.

\*A promoted employee will be evaluated six months from promotion date.