**Beginning of the Rating Period (Performance Plan) Due by July 30**

1. Supervisor meets with employee to:
	1. Discuss and update job description (if necessary)
	2. Plan performance objectives for the year (if new hire, start the process within 60 days of hire)
2. Supervisor drafts performance plan with employee input
3. Supervisor and employee meet to discuss and finalize performance plan; both sign and date the form **on or before** **July 30**
4. Supervisor provides employee with copy of form and keeps original

**Mid-year Review Due by January 30**

1. Employee completes self-evaluation using review form and forwards to supervisor
2. Supervisor drafts mid-year review with comments for job functions, competencies and established goals using employee input
3. Supervisor and employee meet to discuss year to-date performance, progress on goals, confirm or change objectives, and discuss unexpected factors that might affect accomplishment of original objectives
4. Supervisor and employee meet again to discuss and finalize mid-year review as required; both sign and date the form **on or before January 30**
5. Employee provides supervisor with mid-year comments (optional)
6. Supervisor provides employee with copy of form and keeps original

**Year-End Review Due by June 30**

1. Employee completes self-evaluation using review form and forwards to supervisor
2. Supervisor drafts year-end review with comments for job functions, competencies and established goals using employee input. The draft should include recommended ratings with supporting documentation and the Employee Self-Review Form should be attached; the Supervisor may schedule a meeting with Human Resources or the Next Level of Management to inform, discuss, or seek counsel as appropriate
3. Supervisor signs and dates the form
4. Supervisor and Employee meet to discuss the performance review; employee signs and dates form
5. Employee provides supervisor with year-end comments (optional)
6. Supervisor provides employee with copy of form and forwards original to Next Level Management
7. Next Level Management reviews and signs the Performance Review form and returns to Human Resources **on or before June 30**