

June 1

Process of identifying what you want to accomplish and creating a plan on how to achieve your desired results within a specific time frame.

Performance Planning Tool is used to **create SMART goals, set objectives, establish duties and responsibilities.**

Performance Planning

Ongoing Feedback

April - May 31

The formal assessment of employee performance for the year based on previously established goals and performance criteria.

Performance Planning Tool is used throughout the process, beginning with:

- self-assessment
- manager assessment
- one-on-one meeting
- acknowledgements

Performance Review

Ongoing Feedback

Ongoing Feedback

October - November

An informal one-on-one meeting between supervisors and employees to assess progress on previously established goals and objectives.

Performance Planning Tool is used to **record and monitor progress.**

Mid-Cycle Review

