**JUNE 1 - JULY 31**

Process of identifying what you want to accomplish and creating a plan on how to achieve the desired results. The supervisor creates the Performance Plan online by adding goals, job duties, work environment and physical demands.

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**APRIL - MAY 31**

The formal assessment of employee performance for the year based on the previously established Performance Plan. This process includes:
- self-assessment
- manager assessment
- one-on-one meeting
- 2nd level manager review
- employee, manager and 2nd manager acknowledgment

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**OCTOBER - NOVEMBER**

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