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

The Performance Planning tool is used throughout the process, beginning with:
- self-assessment
- manager assessment
- one-on-one meeting
- 2nd level manager review
- employee, manager and 2nd manager acknowledgment

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.