

# Performance Management: Assessment Phase Kick-Off FY20 Timeline

## Late February

- Memo from the Dean to the community
- Follow-up PM details and training from Linda Picard to the community

## *Assessment Phase Begins*

### March 2 – March 31

- Employee identifies reviewers (peers, internal customers, direct reports) for feedback
- Manager agrees/amends, then approves reviewers
- Employee refers to FY20 goals to complete the self-evaluation in PeopleSoft
- Employee submits the form in PS and manager is notified

### April 1 – 30

- Manager completes assessment after reviewing feedback from others, self-evaluation, and FY20 goals

### May 1 –May 31

- Employee and manager discusses and finalizes review
- Deadline to complete reviews in PS ePerformance is **May 31<sup>st</sup>**

### June

- Manager will communicate salary increase to their staff
- 100% Club Celebration