



myPerformance Steps and Review Periods

Annual Performance Review

March 1 – February 28/29

Step 1 Planning and Mid-Review	Step 2 Employee Self-Evaluation	Step 3 Manager Review	Step 4 Employee Signature	Step 5 Manager Signature
March 1 to December 31	Due: January 31	Due: February 28/29	Due: March 7	Due: March 14
<p>Planning: Manager inputs expectations for new review period including competencies and goals. Manager meets with the employee to review planning and should provide a copy to the employee.</p> <p>Mid-review: Manager may add comments to competencies and goals and complete a comments section. Manager meets with employee to review mid-year and should provide a copy to the employee.</p> <p>The evaluation will not move to the next step of the process until the due date has expired.</p>	<p>Employee completes self-evaluation.</p> <p>This allows employee to provide input on job performance and accomplishments.</p> <p>Employees do not apply ratings.</p> <p>The self-evaluation step is optional.</p>	<p>Manager provides summary comments for competencies and goals.</p> <p>Manager selects ratings for all competencies.</p> <p>Manager meets with employee to discuss all sections of the evaluation.</p>	<p>Employee reviews evaluation, adds comments, and electronically signs in the system.</p>	<p>Manager reviews the employee comments, makes any needed additional comments, and electronically signs in the system.</p>
<p>Indirect Manager (Optional) Indirect Manager has access to view evaluation throughout the process. This is not required and no action is needed.</p> <p>The evaluation will not move to the next step of the process until the due date has expired.</p>				