

## Performance Management Time Table

<b><u>Performance Appraisal Process</u></b>	<b><u>Period</u></b>	<b><u>Responsibility</u></b>
Set performance plans for the appraisal period	Prior to start of appraisal year	Supervisor
Day-to-Day Managing <ul style="list-style-type: none"><li>• Keep memos and formal documentation on significant performance discussions</li><li>• Coach</li></ul>	July to June	Supervisor
Preparation and Completion of the Form	At end of appraisal year	Supervisor
Review and approval by management	At end of appraisal year	2nd level Supervisor
Appraisal Discussion	August	Supervisor
Review Rating and Recommendations	September	Supervisor
Establish Plans for Improvements	September	Supervisor
Follow-up on Performance Plans	New Appraisal Year	Supervisor