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**

June
• Manager will communicate salary increase to their staff