



NinerTalent Tasks Schedule

Time Period	Preparing <u>Performance Plan</u> for the <u>Beginning</u> Performance Cycle	Preparing <u>Annual Appraisal</u> for the <u>Ending</u> Performance Cycle
April 1st	Beginning of Performance Cycle	
April 1st – May 15th	<ul style="list-style-type: none"> ➤ Performance Plan Creation Begins. After supervisor creates plan, it is forwarded to 2nd Level Supervisor for review & approval. ➤ Once the approval is received, the supervisor will meet with employee to discuss performance expectations. ➤ Supervisor meets with employee to review performance plan (may send to the employee in advance for review prior to meeting). 	<ul style="list-style-type: none"> ➤ Supervisors complete the annual performance appraisal and forwards it to the 2nd Level Supervisor for approval. ➤ Once the approval is received, the supervisor will set the appraisal meeting with employee. ➤ Supervisor meets with employee to review annual appraisal (may send to the employee in advance for review prior to meeting).
May 30th	<ul style="list-style-type: none"> ➤ All SHRA employees should have acknowledged performance plan ➤ Performance plan is completed and entered into system of record for review by General Administration. 	<ul style="list-style-type: none"> ➤ All SHRA employees should have acknowledged the performance appraisal ➤ Annual appraisal is completed and entered into system of record for review by General Administration.
Anytime during cycle	<ul style="list-style-type: none"> ➤ Supervisor can use “Progress Notes” to document performance related discussions with the employee, including off-cycle reviews. 	
April 1st – March 31st	<ul style="list-style-type: none"> ➤ Ongoing feedback and Coaching occurs during this time. 	
Mid-February	<ul style="list-style-type: none"> ➤ Calibrations sessions with supervisors and managers within unit about fairly and consistently setting performance expectations. 	<ul style="list-style-type: none"> ➤ Calibrations sessions with supervisors and managers within unit about fairly and consistently rating performance.
March 1st – 31st	<ul style="list-style-type: none"> ➤ Initial conversation with employee about individual & talent development goals for next performance cycle. 	<ul style="list-style-type: none"> ➤ Employee completes self-evaluation ➤ Supervisor begins drafting annual appraisal
March 31st	End of Performance Cycle – Begin Again at the top	