Performance Cycle is April 1 – March 31

- Supervisor Creates Plan
- Next Level Supervisor Approves Plan
- Supervisor plans a review meeting with employee(s)
- Employee Acknowledges Plan
- Mid-Year Check-in
- Employee Acknowledges Mid-Year Check-In

April 1 – May 30

- Supervisor appraisal
- Next Level Supervisor Approves Appraisal
- Appraisal Meeting
- Employee Acknowledgement of Appraisal
- Cycle Complete

February 1 – March 31

- Next Level Supervisor approves Appraisal
- Appraisal Meeting
- Employee Acknowledgement of Appraisal
- Cycle Complete

October 1 - October 31