Performance Cycle is April 1 – March 31

- Supervisor Creates Plan
  - Next Level Supervisor Approves Plan
  - Employee Acknowledges Plan
  - Mid-Year Check-in Self Appraisal Off Cycle (Optional)

April 1 – May 30

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

October 1 - October 31

February 1 – March 31