

**Staff Performance Review  
Calendar  
July 1, 2016– June 30, 2017**

**July – September 9, 2016**

**The planning phase between the supervisor and the employee is completed in PS.**

**December 2016  
(deadline January 31 , 2017)**

**The mid-year review is completed.  
This is not optional.**

**April 17, 2017**

**Employee submits documentation (results/outcomes of goals) to the supervisor to complete the PPE.**

**May 12, 2017**

**The supervisor and reviewer agree on rating.**

**By May 31, 2017**

**The supervisor meets with the employee to finalize the PPE.**

**If you want to appeal your rating, the complaint should be sent in writing within (10) working days of receiving your rating as per the KCTCS Complaint Resolution Procedure 2.16.2.2.**