

**Staff Performance Review
Calendar
July 1, 2017– June 30, 2018**

July (August) – September 29, 2017

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

**December 2017
(deadline January 31 , 2018)**

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

April 27, 2018

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

May 11, 2018

The supervisor and reviewer agree on rating.

By May 31, 2018

The supervisor meets with the employee to finalize the PPE.