

**Staff Performance Review
Calendar
July 1, 2018– June 30, 2019**

September 28, 2018

The supervisor and employee complete the planning phase (defining criteria) and submit in PS.

January 31, 2019

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

April 19, 2019

Finalize criteria. Employee submits (results/outcomes of goals) in PS for the supervisor to complete the PPE.

May 16, 2019

The supervisor and reviewer agree on performance rating.

By May 31, 2019

The supervisor meets with the employee to finalize the PPE.