

SCHEDULING OF IPPS REVIEWS AND PERFORMANCE APPRAISAL PROGRESS REVIEWS

<p>June:</p> <ul style="list-style-type: none"> • Prepare tentative performance ratings utilizing IPPS data and other data/information related to performance. Send tentative ratings to reviewer for signature. 	<p>July:</p> <ul style="list-style-type: none"> • Meet with employee to discuss performance rating. Employee checks block 18 and signs block 19. Supervisor signs block 20 of FSIS Form 4430-10 • Discuss performance plan for new rating cycle. Employee signs block 12. Supervisor signs block 13 of FSIS Form 4430-10. Attach a copy of relevant performance elements. 	<p>August:</p> <ul style="list-style-type: none"> • Beginning August through December conduct at least one IPPS review for each of your employees. * 	<p>September:</p>
<p>October:</p>	<p>November:</p>	<p>December:</p>	<p>January:</p> <ul style="list-style-type: none"> • Beginning January through February, conduct performance appraisal progress review to give feedback on performance. Do not assign a numerical or summary level rating. Employee initials and date block 15. Supervisor initial and date block 15 of 4430-10, Performance Appraisal
<p>February:</p> <ul style="list-style-type: none"> • Beginning January through February, conduct performance appraisal progress review to give feedback on performance. Do not assign a numerical or summary level rating. Employee initial and date block 15. Supervisor initial and date block 15 of 4430-10, Performance Appraisal 	<p>March:</p> <ul style="list-style-type: none"> • Beginning March through May conduct at least one more IPPS review for each of your employees * 	<p>April:</p>	<p>May:</p>

**A minimum of 2 IPPS reviews per employee is required within the one year rating cycle. This schedule suggests that one be scheduled between the beginning of the rating cycle and the mid-cycle progress review, and that the second be scheduled between the mid-cycle progress review and the final appraisal.*