

## *2012-13 Performance/Promotion/Salary Review*

### *Task Completion Timeline and Salary Review Schedule*

**Start dates are approximate. Each step in the process can begin as soon as the previous step is completed. End dates should be met in order for the process to stay on schedule.**

#### **Performance Review**

**Start Date**      **End Date**  
**No earlier than**   **No later than**

9/25 /12	10/1/12	Supervisors activate appraisals for direct reports
	10/11/12	If required, Home Unit Manager (HUM) notifies Work Unit Manager (WUM) or Service Provider to complete employee's matrixed evaluation
	10/12/12	Employees complete and forward self-assessments to supervisors
	10/12/12	WUM or Service Provider completes matrix evaluation and sends to HUM
10/10/12	10/24/12	Supervisors conduct <b>initial meeting</b> with direct reports to discuss self-assessment & expectations
10/15/12	11/2/12	Supervisors draft appraisals & set next year's expectations
10/24/12	11/12/12	Supervisors review and approve JTAs for direct reports
		Supervisor completes appraisal and submits for next level review/calibration
11/7/12	11/26/12	Division calibration occur, upon completion; Calibrator sends appraisals to HR for review
11/19/12	12/14/12	HR reviews & releases completed appraisals to supervisors
11/30/12	12/17/12	Supervisors deliver appraisal at <b>final meeting</b>
12/7/12	12/19/12	Employees sign appraisals to acknowledge receipt

#### **Promotion/Salary**

**Start Date**      **End Date**  
**No earlier than**   **No later than**

	12/14/12	Promotion packages submitted to HR
	1/11/13	HR reviews packages and prepares for Technical Review Committees (TRCs)
1/14/13	2/4/13	Technical Review Committees (TRCs) meet
02/11/13	2/8/13	Feedback from TRCs to ADs
	2/22/13	Salary Review conducted
	2/25/13	Costpoint updated with data
	3/15/13	Promotion letters sent out