



2013 Non-Supervisory Performance Management Timeline

16 August 2012 – 15 August 2013

Event	Who	When
Complete Mid-Point Self-Assessment	Non-Supervisors	15 Feb 2013
Complete Mid-Point Assessment	Rating Officials (RO)	1 Mar 2013
Approve Mid-Point Assessment	Higher Level Reviewer (HLR)	15 Mar 2013
Deadline for Performance Objective Changes	Non-Supervisors/RO/HLR	15 May 2013
End of Performance Cycle	Non-Supervisors	15 Aug 2013
Complete Final Self-Assessments	Non-Supervisors	15 Aug 2013
Complete Final Assessments and Ratings	RO	22 Aug 2013
Review Performance Appraisal	HLR	30 Aug 2013
Performance Review Board (PRB) Convenes	PRB Panel Members	TBD Sep 2013
Approve Performance Appraisal	HLR	TBD Sep 2013
Conduct Performance Conversations	RO	30 Sep 2013
Bonus Pool Convenes	Bonus Pool Members	TBD Nov 2013
Conduct Bonus Conversations	RO	13 Dec 2013



2013 Supervisory

Performance Management Timeline 1 October 2012 – 30 September 2013

Event	Who	When
Complete Mid-Point Self-Assessment	Supervisors	1 Apr 2013
Complete Mid-Point Assessment	Rating Officials (RO)	12 Apr 2013
Approve Mid-Point Assessment	Higher Level Reviewers (HLR)	26 Apr 2013
Deadline for Performance Objective Changes	Supervisors/RO/HLR	1 Jul 2013
End of Performance Cycle	Supervisors	30 Sep 2013
Complete Final Self-Assessments	Supervisors	30 Sep 2013
Complete Final Assessments and Ratings	RO	15 Oct 2013
Review Performance Appraisal	HLR	22 Oct 2013
Performance Review Board (PRB) Convenes	PRB Panel Members	TBD Nov 2013
Approve Performance Appraisal	HLR	TBD Nov 2013
Conduct Performance Conversations	RO	TBD Nov 2013
Bonus Pool Convenes	Bonus Pool Members	TBD Nov 2013
Conduct Bonus Conversations	RO	13 Dec 2013