

NON-ALIGNED (HEM) and CONFIDENTIAL EVALUATION TIMELINE

Rating Period: October 1, 2023 – September 30, 2024

No Later Than Date	Rating Period 10-1-22 to 9-30-23	Rating Period 10-1-23 to 9-30-24
September 1, 2023	Supervisor schedules an initial meeting to review a draft of the Employee Self-Assessment of Performance and noteworthy achievements for the Final phase of the appraisal cycle.	Non-Aligned manager reviews online job description/ responsibilities and discusses goals/objectives for evaluation period ending 9-30-24.
September 15, 2023	Employee provides their supervisor a draft of Objective Results and Overall Assessment and Learning or Development Opportunities for the evaluation period ending 9-30-23.	Employee finalizes goals/objectives for the evaluation period 10-1-23 to 9-30-24 and meets with supervisor.
September 20, 2023	Employee and supervisor meet to review and discuss results for evaluation period ending 9-30-23.	
October 13, 2023	Supervisors complete final evaluation process and provide overall performance assessment for the evaluation period ending 9-30-23.	Supervisors review and approve objectives for evaluation period 10-1-23 to 9-30-24.
October 31, 2023	Vice Presidents review and approve overall performance assessment for evaluation period ending 9-30-23.	Vice Presidents review and approve objectives for evaluation period 10-1-23 to 9-30-24.
April 15, 2024		Interim Review for evaluation period 10-1-23 to 9-30-24 opens. Employees submit interim goal achievement results.
May 31, 2024		Supervisor and employee meet to discuss and complete Interim Review for evaluation period 10-1-23 to 9-30-24.
July 15, 2024		Goal Setting and Alignment Process for evaluation period 10-1-24 to 9-30-25 begins.
August 15, 2024		Employee submits draft objectives to Supervisor for evaluation period beginning 10-1-24 to 9-30-25 .
September 1, 2024		Supervisor schedules an initial meeting to review a draft of the Employee Self-Assessment of Performance and noteworthy achievements for the Final phase of the evaluation period ending 9-30-24.