DOHR

Communication ★ User-Friendly ★ Respect ★ Excellence ★ Integrity ★ Teamwork

Performance Management Key Due Dates & Procedural Steps for 2014-2015

October 1, 2014

Standard Performance Management Cycle for 2014-2015 begins

- Agency strategic & operational goal(s) are communicated
- Agencies begin documentation of IPP's for all employees
- Agencies begin IPP discussions with all employees

October 31, 2014

Individual Performance Plans (IPP's) are complete for all employees using all Performance Management Program compliance criteria

- Work outcomes support specific agency strategic or operational goal(s)
- Apply S.M.A.R.T. formula to each work outcome
- Work outcomes are written to the mid-point of the rating scale
- Work outcomes are prioritized in order of greatest importance
- Reviewer confirms compliance and approves the IPP
- Rater conducts IPP discussion with employee

January 31, 2015

First Interim Review is due

- Rater observes employee performance relative to IPP
- Reviewer confirms compliance and approves the first interim review
- Rater conducts first interim review discussion providing objective, constructive feedback relative to employee performance of the IPP

July 31, 2015

Second Interim Review is due

- Rater observes employee performance relative to IPP & interim 1 feedback
- Reviewer confirms compliance and approves the second interim review
- Rater conducts second interim review discussion providing objective, constructive feedback relative to employee performance

August 1, 2015

Agencies communicate optimal due date for Annual Reviews

- Agencies communicate optimal due date of September 15, 2015 to raters & reviewers to allow for timely administrative processing

September 30, 2015

Annual Review is due

- Rater observes employee performance relative to IPP and interims 1 & 2 feedback
- Reviewer approves all Performance Management Program procedures
- Rater conducts annual review discussion & completes the process

October 1, 2015

2015– 2016 Standard Performance Management Cycle begins