

Steps in the Talent Review Process:

1. Supervisor/manager and Employee Talent Review Training	Supervisor / Manager Training November 26, 2013
2. Supervisor/manager and employee complete scorecards	December 17, 2013
3. Supervisor/manager meets with employee to discuss scorecards. Employee gives copy of scorecard to manager.	All manager / employee meetings completed by January 17, 2014
4. Supervisor / Manager Training	December 11, 2013
5. Supervisor/manager reviews scorecards and notes from employee discussion to complete the Talent Review manager Performance Tool for each employee	All complete by January 31, 2014
6. Supervisor/manager meets with employee to discuss performance tool, 9 box placement, and begin discussions on IDP	
7. Leadership Team training regarding on Critical Role Succession Plan	February 14, 2014
8. Employee creates IDP and sends final draft to supervisor/manager	Final draft due February 21, 2014
9. Supervisor/manager meets with director to review employee IDP (s) and make recommendations	All complete by March 17, 2014
10. Directors uses 9 box recommendations and IDP's to prepare critical role succession plan	All complete by March 17, 2014
11. Directors forward critical role succession plan to Exec Team for review	All complete by April 1, 2014
12. Executive Team makes final decision on critical role succession plan and provides feedback to directors for them to use in working with employees and their IDP's	Final Critical Role Succession Plan by April 18, 2014