

Performance Planning and Evaluation Schedule

April 1-10	Annual Evaluation (Complete a Plan for the next year at the same time, or at a separate meeting within 30 days of annual evaluation review)
June 1-July 1	For employees who receive an overall rating of Needs Improvement or Interim Evaluation, if needed
60-90 days after hire	Perform Interim Evaluation for New Hire
6 months after promotion (OR)	Interim Evaluation
October 1	Midyear evaluation using the Annual Evaluation form (do follow-up review for employees who receive an overall rating of Needs improvement, if needed)