

Performance Management Process 2020

June 1st	Eligible employees receive self-assessment via e-mail
June 22nd	Employees complete self-assessment
August 14th	Performance review meetings begin
August 21st	Complete HelloSign
August 28th	Final Deadline- Supervisors and Employees have met and electronically signed performance review – Process Complete.

**Subject to change based on the completion of Laboratory Management review and authorization.*

Comprehensive PMP 2020 Schedule for Employees

*6/1-6/22	Eligible employees receive self-assessment via e-mail
6/29	Supervisors and ALS-U work leads agree on draft ratings
7/6	ALS-U Work lead completes PMP draft (applies only to ALS-U)
7/13	Supervisor complete PMP draft
7/27	All PMPs have been reviewed by supervisors and one up supervisors
8/14	Performance review meetings begin
8/21	Complete HelloSign
*8/28	Final Deadline- Supervisors and Employees have met and electronically signed performance review – Process Complete.