

Performance Management Process Timeline

	Planning Phase				Mid-Year Review		Annual Evaluation
	June	July	August	September – December	December – January	February – June	June - July
HR	Create documents	Questions from managers & employees	Approve plans (if required by agency procedures)	Serve as agency SME	Mid-year evaluation (monitor, review, approve)	Serve as agency SME	Annual evaluation (monitor, review, approve)
Monitor and update reports, Serve as SME to managers and employees							
Managers	Performance management training, begin thinking about goals; Create documents	Collaborate with employee to develop performance plan; Create plan	Get plan approved (if required), Performance notes	Performance notes, work with employee on execution of plan	Mid-year review, meeting with employee, Conduct evaluation	Performance notes, work with employee on execution of plan	Review employee feedback, complete annual review, meet with employee
Ongoing Coaching and Development							
Employees	Performance management training, think about goals	Collaborate with manager to develop plan	Begin plan execution, performance notes	Performance notes	Self-evaluation, meet with manager to discuss progress	Performance notes	Self-evaluation, review achievements with manager, meet with manager
Execution of Performance Plan and Obtaining Feedback							