** Performance Management Process Timeline**

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|  | **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, To serve as SME to managers and employees** |
| **Managers** | **Performance management training, begin thinking about goals** | **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** |