

FY23 Performance / Promotion / Salary Review

Task Completion Timeline and Salary Review Schedule

**Start dates are approximate. Each step in the process can begin as soon as the previous step is completed.
 End dates should be met in order for the process to stay on schedule.**

Performance Appraisal Process		
Start Date	End Date	
10/10/2022	10/14/2022	Supervisors activate appraisals for direct reports
	10/14/2022	If required, Home Supervisor notifies matrixed Work Supervisor(s) to complete matrixed evaluation
	10/21/2022	Work Supervisors(s) completes matrix evaluation and sends to Home Supervisor
	10/28/2022	Employees complete and forward self-assessments
10/17/2022	11/7/2022	Home Supervisors conduct intitial meeting with direct reports to review performance and discuss expectations. Meeting should include a discussion about the Individual Career Profile, if completed by the employee.
10/17/2022	11/16/2022	Supervisors draft appraisals and set next year's expectations
10/17/2022	11/30/2022	After line management review, completed appraisals go to AD/Division Heads for calibration
When at least 80% of appraisals are completed		Calibration complete, AD/Division Heads release appraisals for HR Review
12/9/2022	1/6/2023	HR* reviews and releases approved appraisals to supervisors
1/6/2023	1/13/2023	Supervisors conduct final meeting and deliver appraisals
1/6/2023	1/20/2023	Employees sign appraisals to acknowledge receipt

Promotion/Salary Review		
Start Date	End Date	
10/7/2022	10/28/2022	Management/Supervisors prepare promotion packages for AD/Division Head review
10/28/2022	12/1/2022	AD/Division Heads review promotion packages for concurrence
	12/1/2022	AD/Division Heads submit promotion packages to Compensation
12/2/2022	12/22/2022	Compensation reviews packages, prepares for Technical Review Committees (TRC)
1/17/2023	2/7/2023	TRCs meet
1/17/2023	2/9/2023	TRCs provide feedback to ADs and Division Heads
2/7/2023	2/14/2023	Salary/Promotion review conducted
2/22/2023	2/24/2023	Costpoint updated with promotion/salary data
3/2/2023	3/2/2023	Promotion/Salary notifications distributed to divisions

Individual Career Profile (ICP)		
Start Date	End Date	
10/10/2022	10/28/2022	Employee completes or updates their ICP as appropriate
10/10/2022	1/13/2023	Supervisors review and discuss ICPs with direct reports
Ongoing		If Professional Development is supported, initiate request through Learning & Development process (Job Related Training request, etc.)
Ongoing		Employee may update ICP at anytime