



***FY21 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	
No earlier than	No later than	
10/12/2020	10/16/2020	Supervisors activate appraisals for direct reports
	10/16/2020	If required, Home Supervisor notifies matrixed Work Supervisor(s) to complete matrixed evaluation
	10/23/2020	Work Supervisors(s) completes matrix evaluation and sends to Home Supervisor
	10/30/2020	Employees complete and forward self-assessments
10/19/2020	11/9/2020	Home Supervisors conduct initial meeting with direct reports to discuss expectations
10/19/2020	11/20/2020	Supervisors draft appraisals and set next year's expectations
10/19/2020	12/1/2020	After line management review, completed appraisals go to AD/Division Heads for calibration
When at least 80% of appraisals are in	<b>12/11/2020</b>	<b>Calibration complete, AD/Division Heads release appraisals for HR Review</b>
12/11/2020	1/8/2021	HR reviews and releases approved appraisals to supervisors
	1/15/2021	Supervisors conduct final meeting and deliver appraisals
	1/22/2021	Employees sign appraisals to acknowledge receipt

Promotion/Salary Review		
10/9/2020	10/31/2020	Management/Supervisors prepare promotion packages for AD/Division Head review
11/1/2020	12/5/2020	AD/Division Heads review promotion packages for concurrence
	12/6/2020	AD/Division Heads submit promotion packages to HR
	1/11/2021	HR reviews packages, prepares for Technical Review Committees (TRC)
1/14/2021	2/3/2021	TRCs meet
	2/7/2021	TRCs provide feedback to Ads and Division Heads
2/8/2021	2/15/2021	Salary/Promotion review conducted
	2/26/2021	Costpoint updated with promotion/salary data
	3/8/2021	Promotion/Salary notifications distributed to divisions

Individual Career Profile (ICP)		
10/12/2020	12/1/2020	Employee completes their ICP
10/12/2020	1/15/2021	Supervisors review and discuss ICPs with direct reports
Ongoing		If Professional Development is supported, initiate request through Training & Development process (Job Related Training request, etc.)
Ongoing		Employee may update ICP at anytime