myPerformance Steps and Review Periods

<u>Annual Performance Review</u> March 1 – February 28/29

	Step 1	Step 2	Step 3		
	Planning and Mid-Review	Employee Self-Evaluation	Manager Review®ald	14	
l	Planning: Manager inputs				l l
	expectations for new review period				
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goals and complete a comments section. Manager meets with employee to review mid-year and should provide a copy to the employee.

The evaluation will not move to the next step of the process until the due date has expired.