



## ANNUAL REVIEW SCHEDULE

### For Non-Unit and Grant Employees

#### Rating Period January 1, 2022 – June 30, 2023

*Please note: The rating period is 18 months as a result of shifting to a fiscal calendar. All subsequent rating periods will follow a 12 month timeline.*

ACTION	DEADLINE
Employee completes self-assessment in HCM Cloud and submits assessment to manager	Completed before July 1, 2023
Manager completes evaluation in HCM Cloud and releases it to employee for review	Completed before August 1, 2023
Manager and employee conduct performance evaluation meeting, and update HCM Cloud acknowledging that review meeting was held	Meetings occur between: August 1, 2023 and August 31, 2023
Periodic check-ins during the performance year are scheduled between employee and manager	Ongoing
Annual Performance Evaluation Completed	September 1, 2023