



## ANNUAL REVIEW SCHEDULE

### For Non-Unit and Grant Employees

**Rating Period July 1, 2023 – June 30, 2024**

*Please note: The rating period will follow a 12-month timeline based on a fiscal year. Self-assessments will be opened by Human Resources on 6/24/2024 and will close on 9/16/2024.*

ACTION	DEADLINE
Employee completes self-assessment in Oracle HCM Cloud and submits assessment to the manager.	Completed before: July 5, 2024
Manager completes evaluation in Oracle HCM Cloud and releases it to the employee for review.	Completed before: August 1, 2024
Manager and employee conduct performance evaluation meeting and update Oracle HCM Cloud acknowledging that the review meeting was held.	Meetings occur between: August 1, 2024 and August 31, 2024
Periodic check-ins during the performance year are scheduled between the employee and the manager.	Ongoing
Annual performance evaluation completed.	September 2, 2024