Annual Evaluation Review Schedule

For Non-Unit and Grant Employees

Rating Period July 1, 2025 – June 30, 2026

Evaluations for non-unit and grant employees occur at the end of the fiscal year, following a 12-month timeline. HR will open performance documents one month before the deadline, and the performance documents will close on 9/11/2026. Two separate meetings are required to discuss the final evaluation of the year in review and to set goals for the fiscal year ahead.

ACTIONS: *Documentation for the evaluation process is initiated at the employee level in Oracle Cloud > Me > Performance*	**Document Availability Dates & Deadlines:**
Step 1 - Self Assessment: Employee completes a self-assessment in Oracle HCM Cloud and submits the assessment to the manager.	Completed before: July 10, 2026
Step 2 - Evaluation: The manager completes the evaluation in Oracle HCM Cloud and releases it to the employee for review.	Completed before: July 31, 2026
Step 3 - Evaluation Review: The Manager and employee conduct a performance evaluation meeting and update Oracle HCM Cloud, acknowledging that the review meeting was held.	Meetings occur between: August 1, 2026 & August 31, 2026
Step 4 - Ongoing Check-Ins: Periodic check-ins during the performance year are scheduled between the employee and the manager.	Ongoing
Step 5 - Final Evaluation: The final annual performance evaluation is completed in Oracle HCM Cloud.	September 1, 2026