

# Performance Appraisal Timeline

<b>Performance Appraisal Process Opens</b>	<b>March 15<sup>th</sup>, 2019</b>
<b>Employee writes their self-appraisal (Pre-Requisite)</b>	March 15 <sup>th</sup> to March 31 <sup>st</sup>
<b>Manager drafts appraisal for each employee and submits</b>	April 1 <sup>st</sup> to April 30 <sup>th</sup>
<b>Manager's manager approves appraisal</b>	May 1 <sup>st</sup> to May 31 <sup>st</sup>
<b>Manager discusses appraisal with employee</b>	June 1 <sup>st</sup> to June 30 <sup>th</sup>
<b>Manager finalizes the appraisal after meeting with employee</b>	July 1 <sup>st</sup> to July 7 <sup>th</sup>
<b>Employee submits post-review comments, affirms receipt</b>	
<b>Manager reviews employee comments and finalizes the process</b>	July 8 <sup>th</sup> to July 15 <sup>th</sup>
<b>Performance Appraisal Process Closes</b>	<b>July 15<sup>th</sup>, 2019</b>

Please note, managers could start work on appraisals outside of the system