

Mid-Year Performance Evaluation Timeline

Date	Activity
By – 11/18/14	<u>Self-Reviews Begin</u> Exempt: Greenhouse email to begin self-review process Non-exempt: Managers to distribute self-review forms
Between - 11/18/14 and 12/19/14	Exempt: Complete Self-reviews in Greenhouse Non-exempt: Complete Self-review forms
Between - 12/6/14 and 12/19/14	<u>Training</u> Greenhouse Performance + Manager training on "How To" conduct impactful performance reviews
By – 12/12/14	Executive Team communicates Mid-Year Scorecard Results
By – 12/19/14	<u>Self-Reviews Due</u> Exempt: Self-reviews finalized in Greenhouse Non-exempt: Self-reviews completed and submitted to Managers
By – 12/19/14	Managers begin reviews and ratings
By – 01/9/15	Exempt: Managers complete reviews and ratings in Greenhouse Non-exempt: Managers submit ratings via Performance portal
By – 01/16/15	HR reviews ratings and provides Managers feedback
By – 01/23/15	Executive Leadership approves ratings
Between 1/26/15 and 2/6/15	<u>Performance Review Discussions</u> Exempt: submits approval in Greenhouse Non-exempt: submits signed copy to HR
By – 2/6/15	Mid-year Evaluation Process Complete