

Common Review Cycle Timelines

Tasks	July 1 Cycle	October 1 Cycle
Set Goals	July-August	October-November
<ul style="list-style-type: none"> Goals, Major Responsibilities, and Professional Development planning Meet to clarify and discuss performance expectations 	<p>(or after introductory period)</p> <p>Goal Plans available <i>June 1</i></p>	<p>(or after introductory period)</p> <p>Goal Plans available <i>September 1</i></p>
Midyear Review	December – January	March – April
<ul style="list-style-type: none"> Checkpoint Meeting Update on progress towards goals and major responsibilities Provide/receive feedback 	<p>Midyear forms available <i>December 1</i></p>	<p>Midyear forms available <i>March 1</i></p>
Annual Review	May – June	August – September
<ul style="list-style-type: none"> Annual Review Meeting Discuss outcomes for Goals, Major Responsibilities, and Core Values Provide/receive feedback 	<p>Annual forms are available <i>May 1</i></p>	<p>Annual forms available <i>August 1</i></p>