

---

## Performance Management - Staff & Administrators Calendar 2018-2019

---

The Performance Management Cycle is 4/30/18 – 4/26/19

### 2018

▲ **2018-2019 IPP Email to All Staff & Administrators** Mon, Aug 20

▲ **IPPs Complete by Staff & Administrators** Fri, Sep 14  
Staff & Administrators and leaders to have interactive dialogue and agreement on IPP.

### 2019

▲ **Mid-Year Review Staff & Administrators Portion Begins** Mon, Jan 7  
Staff & Administrators to update mid-year progress on IPP.

▲ **Mid-Year Staff & Administrators Reviews to be Completed for Leader Review** Fri, Jan 18

▲ **Mid-Year Review Leader Portion Begins** Tues, Jan 22  
Leader to update employee's IPP with leader comments.  
Leader to have interactive dialogue with employee on IPP progress, values and overall performance based on the job description.

▲ **Mid-Year Review - Leaders to have completed feedback meetings with employees** Fri, Feb 8

▲ **Staff & Administrators Self-Evaluations Begin** Wed, Apr 17

▲ **Staff & Administrators Self-Evaluations Due** Fri, Apr 26

▲ **Leader Portion of Evaluation Opens** Mon, Apr 29

▲ **Leader Portion of Evaluation Due** Wed, May 15

▲ **Campus and Departmental Validations** Thu, May 23 to Wed, Jun 12

▲ **SLT Validations** Mon, Jun 17 to Fri, Jun 21

▲ **Year-End Performance Review** Thurs, Aug 15  
Leaders to have completed feedback meetings with employees.

---