

# myPerformance Steps and Review Periods

## Annual Performance Review

March 1 – February 28/29

Step 1 Planning and Mid-Review	Step 2 Employee Self-Evaluation	Step 3 Manager Review	Step 4 Final Review	Step 5 Final Review
<p>Planning: Manager inputs expectations for new review period including a budget and goals. In the second half of the year, manager sets goals and complete a comments section. Manager meets with employee to review mid-year and should provide a copy to the employee.</p> <p>The evaluation will not move to the next step of the process until the due date has expired.</p>				